Texas Department of Aging and Disability Services
Access & Intake – Area Agencies on Aging

Performance Reporting

Fiscal Year 2016

Table of Contents

Performance Reporting 3
Purpose of the Manual 3
The Purpose of Performance Reporting 3
How Reported Performance Information is used 3
Verification of Reported Performance Information 4
Certification of Reported Information 4
Information Reported 5
Federal Fiscal Year (FFY) and State Fiscal Year (SFY) 8
Correcting Reported Information 8
Storing and Managing Workbooks 9
Workbook Overview 10
QPR System Menus 11
Entering Information 15
First Time Use of the QPR 15
Entering Performance Information 16
Saving Performance Information 21
Controlled Asset reporting 22
Performance Projections 22
Report Printing 23
Quarterly Reports 24
Preview Quarterly Report 24
Save Reports 26
Submitting Quarterly Reports 26
Workbook Maintenance 27
Add/Clear Funding Source 27
Add/Clear New Service 31
Lock/Unlock Quarter Totals 33
Exiting the QPR Menu System 37
Attachment A – QPR Service Activity Reporting Matrix 38

Performance Reporting

Purpose of the Manual

This manual has been developed to provide Area Agencies on Aging (AAAs) with an overall understanding of the Department's Quarterly Performance Reporting (QPR) System. This manual seeks to:

- Identify the Department's expectations for AAA management's involvement with performance reporting
- Explain the role of performance reporting within the current Budget Performance Payment process.
- Provide basic information about performance reporting such as:
  - Required reporting information
  - Reporting due dates
  - Reporting process
- Provide the user with instructions on using the QPR System.

This performance manual replaces all previously distributed performance reporting manuals issued by the Department.

The Quarterly Performance Reporting System referenced in this manual is a series of Microsoft Excel Workbooks created and maintained in the Microsoft Office 2010 platform. It is assumed users of this manual and the QPR System files are proficient with Microsoft Office Excel versions 2003-2013.

The Purpose of Performance Reporting

Performance Reports are a report of the actual performance of the contract for each month of the contract year. Performance reports are a vital component of the Department's state and federal reporting. AAAs must report actual contract performance for each month of the contract regardless of when invoices are paid. Units and the cost of the units must be reported within the same month and on the same QPR.

How Reported Performance Information is used

Using the information provided by the AAA the Department compiles statewide performance information. The Department uses this information to:

- Prepare quarterly and annual reports regarding actual performance for the Legislative Budget Board (LBB) and Governor's Office of Budget and Planning (GOBP), including analyses of variance.
- Prepare annual reports regarding actual performance for the Administration on Community Living (ACL).
- Prepare internal reports for:
    - Evaluating agency programs to clearly, accurately and timely report conditions and outcomes affecting agency programs
    - Conducting statistical sampling of Area Agencies on Aging records
    - Measuring the impact of existing and proposed Texas Administrative Codes (TAC)
    - Measuring the impact of existing and proposed state and federal legislation on Department programs
    - Defining problems and developing recommended solutions
    - Researching technical questions of regulatory compliance with applicable state and federal statutes and regulations.

The Department uses individual AAA reported information to prepare the Aging Services Analysis Workbook (ASAW) for use by the Department and the AAA to:

- Reconcile expenditures reported on the QPR to the approved budget; funds requested on Request for Payments (RfRs), and notifications of funds available (NFAs).
- Evaluate the services provided to ensure requirements are being met and to analyze numeric information regarding service expenditures, persons served, and units provided.

Verification of Reported Performance Information

The Department ensures the accuracy of reported information contained in the performance report on a regular basis through internal processes. The internal process tests the accuracy and completeness of documentation at the time of reporting. For this reason, AAAs may not use estimates or projections when reporting performance. AAAs are encouraged to keep complete documentation on file to support all reports submitted to the Department.

The Department may review for accuracy reported performance information, supporting documentation, and reporting procedures during on-site monitoring.

Certification of Reported Information

As part of the annual contract closeout process, AAAs must certify the units and expenditures reported to the Department for Legislative Budget Board (LBB) reporting. The certification is based on state fiscal year information.

Information Reported

Expenditure and performance information is reported monthly based on actual contract performance for each month regardless of when invoices are paid.

- **Expenditures Allocated to DADS Funding Sources:** This section identifies all allowable funding sources, as described in the instructions for preparing the budget, for each allowable service. On a monthly basis, the AAA will report expenditures based upon contract performance.

  Depending on the accounting method used by the AAA, reported performance may or may not be the same as the Request for Payments (RfR) and the AAA General Ledger in the month the service was performed.

  The Department recognizes many service providers do not provide required information to the AAA in a timely manner. AAAs are required to report information they have approved, verified and documented at the time the report is submitted. For this reason, the QPR System provides AAAs the option of updating previously reported information on subsequent QPRs.

- **DADS Capital Equipment:** The AAA contract with the Department requires prior approval of capital expenditures. To track the expenditure of DADS funds for capital equipment and to accurately calculate unit costs, the AAA must report the cost of capital equipment separately. This cost must also be included under DADS Funding Sources.

- **Nutrition Education Cost Included in Congregate and/or Home Delivered Meal Expense:** In accordance with Sections 331 (42 USC 3030.e) and 336 (42 USC 3030.f) of the Older Americans Act Amendments of 2006, congregate and home delivered meal nutrition service projects must provide nutrition education, nutrition counseling, and other nutrition services, as appropriate, based on the needs of meal participants or recipients. Texas Administrative Code Title 40, Part 1, Chapter 85, §85.302(q) and AAA Program Instruction 313 requires nutrition education be provided annually to each participant for both home delivered and congregate meals.

  Based on rate setting requirements and guidance provided by DADS :

  - If the nutrition providers included nutrition education in the rate setting process, the AAAs must report the calculated total of the nutrition education's portion of the congregate and home delivered meal costs on this row in the congregate meals and home delivered meals columns. The portion of the cost of nutrition education is determined by multiplying the calculated cost per nutrition education unit for each provider, established on the provider's budget worksheet, by the total number of nutrition education units provided by each provider, and then summing the total for all nutrition providers.

        - The average unit costs for congregate meals and home delivered meals will not be impacted by the expenses reported in this row. However, the QPR will automatically sum the nutrition education costs reported in the congregate meals and home delivered meals columns and display the total in the Nutrition Education Cost Included in Congregate and/or Home Delivered Meal Expense for nutrition education. This total will be included in the Average DADS Cost per Unit for nutrition education

    - If the nutrition providers did not include nutrition education in the rate setting process the cost associated with the nutrition education (DADS funds, local cash and/or in-kind) must be reported in the nutrition education columns of the QPR.

    - All nutrition education units and persons, regardless of how the expenses are reported, must be reported in the nutrition education columns.

- **Area Plan Performance Activity**:

    - **Unduplicated Count of Total Persons or Estimated Audience Size:** On a monthly basis, AAAs will report only clients who are receiving services (paid for with funds received from DADS) for the first time during the state fiscal year. Client counts are required for all services that have a unit of service designated. Unit of service designations may be found in the Service Definitions for Area Agencies on Aging on the DADS website.

      For services for which the AAA does not maintain a client intake, the client counts are estimated. Attachment A – QPR Service Activity Reporting Matrix of the QPR User Manual (available on the AAA secure FTP site in the **Shared/FY16 QPR Templates** folder) designates which services require estimated counts. The area agency on aging must have a process for estimating the number of clients. Processes based on units of service must include a provision for reducing counts for follow-up units.

    - **Total persons served with non Title III-E funds** is the unduplicated count of persons served with all funding sources other than Title III-E
    - **Total persons served with Title III-E non GOECSC funds (Grandparents and Other Elderly Caregivers Serving Children)** is the unduplicated count of caregivers serving care recipients 19 years of age or older
    - **Total persons served using Title III-E GOECSC funds** is the unduplicated count of caregivers serving care recipients 18 years of age or younger
    - **Number of Entities Providing Service by Contract:** On a monthly basis, AAAs will report only the entities providing the service by contract for the first time during the state fiscal year.

    - **Number of Entities Providing Service by Vendor:** On a monthly basis, AAAs will report only the entities providing the service by vendor agreement for the first time during the state fiscal year.

- **See Attachment A (QPR Service Activity Reporting Matrix)**

- **Total Units Served:** Performance is reported as units, inquiries, contacts and placements. Please refer to the Instructions for Preparing the Budget Summary for a description of allowable activity and unit definition.
  - **Total DADS Units Purchased with non Title III E Funds**: report only units supported with **non** Title III-E funding source.
  - **Total Units Purchased with Title III-E non GOECSC funds:** report only units supported with Title III-E funding source that were **not** used for Grandparents and Other Elderly Caregivers Serving Children (GOECSC).
  - **Total Units Purchased with Title III-E GOECSC funds:** report only units supported with Title III-E funding source that were used for Grandparents and Other Elderly Caregivers Serving Children (GOECSC).
  - **Total Match Units Supported with Local Funds requiring 10% match**: report only units supported with local funding used for match purposes. See technical assistance memo AAA - TA 402 for additional information regarding match units.
  - **Total Match Units Supported with Local Funds requiring 25% match:** report only other eligible units supported with local funding for match purposes. See technical assistance memo AAA - TA 402 for additional information regarding other eligible units.
  - **All other eligible Units (not eligible for match):** report all eligible units that are not eligible for match. This information is for statistical reporting and is not reviewed for financial accountability.
  - **Total Units Purchased with Program Income Funds**: report only units supported by program income expenditures. See program instruction AAA – PI 305 for program income requirements.

- **Other Funding Sources**: Under this section AAAs will report information from other sources used to support the identified service. The AAA must maintain documentation to support the information reported.
  - **All Program Income Collected**: report all program income received for the service provided. See program instruction AAA - PI 304 for program income requirements.
  - **All Program Income Expended**: report all program income expended for the service provided. See program instruction AAA - PI 304 for program income requirements.
  - **All Local Cash Match Expended 10%**: requires a 10% match for services paid for with funds from services requiring a 10% match.
  - **All Local Cash Match Expended 25%**: requires a 25% match for services paid for with funds from services requiring a 25% match.
  - **All In-Kind Local non-cash Expended 10%**: requires a 10% match for services paid for with funds from services requiring a 10% In-Kind match.

- **All In-Kind Local non-cash Expended 25%**: requires a 25% match for services paid for with funds from services requiring a 25% In-Kind match.
- **All Other Federal Expended**: report all other federal funds expended for the service. This information is for statistical reporting and is not reviewed for financial accountability.
- **All other Funds Expended(not eligible as match)**: report all other non federal funds

- **Title III-E Caregiver Information**: Federal reporting for the National Aging Program Information System (NAPIS) requires the reporting of separate information for the Title III-E Caregiver Program. The information is required for each service where Title III-E funds are utilized.
  - **Program income collected** from:
    - Caregivers serving Individuals 60 years of age and older
    - Grandparents and other relative caregivers serving children 18 years of age or younger
  - **Total other funding expended** for:
    - Caregivers serving Individuals 60 years of age and older
    - Grandparents and other relative caregivers serving children 18 years of age or younger.

Federal Fiscal Year (FFY) and State Fiscal Year (SFY)

The federal fiscal year and the AAA contract year begin with the month of October and ends with the month of September. The state fiscal year begins with the month of September and ends with the month of August. To use the performance information for both federal and state reporting, the performance workbook includes performance reports for thirteen months. The performance workbook begins with the September report for the prior federal and AAA contract fiscal year which is the first month of the state fiscal year.

The September closeout report from the prior contract year must match the September information reported in the following year's performance report. If after submitting the September report in the first QPR it is determined September must be adjusted to complete the prior year's contract closeout, the Department will adjust the first QPR to match the year-end closeout. The AAA must also adjust the information for September in their Quarterly Performance Report workbook to match the final year-end closeout. The reporting process does not require the AAA to transmit a corrected September report to the Department.

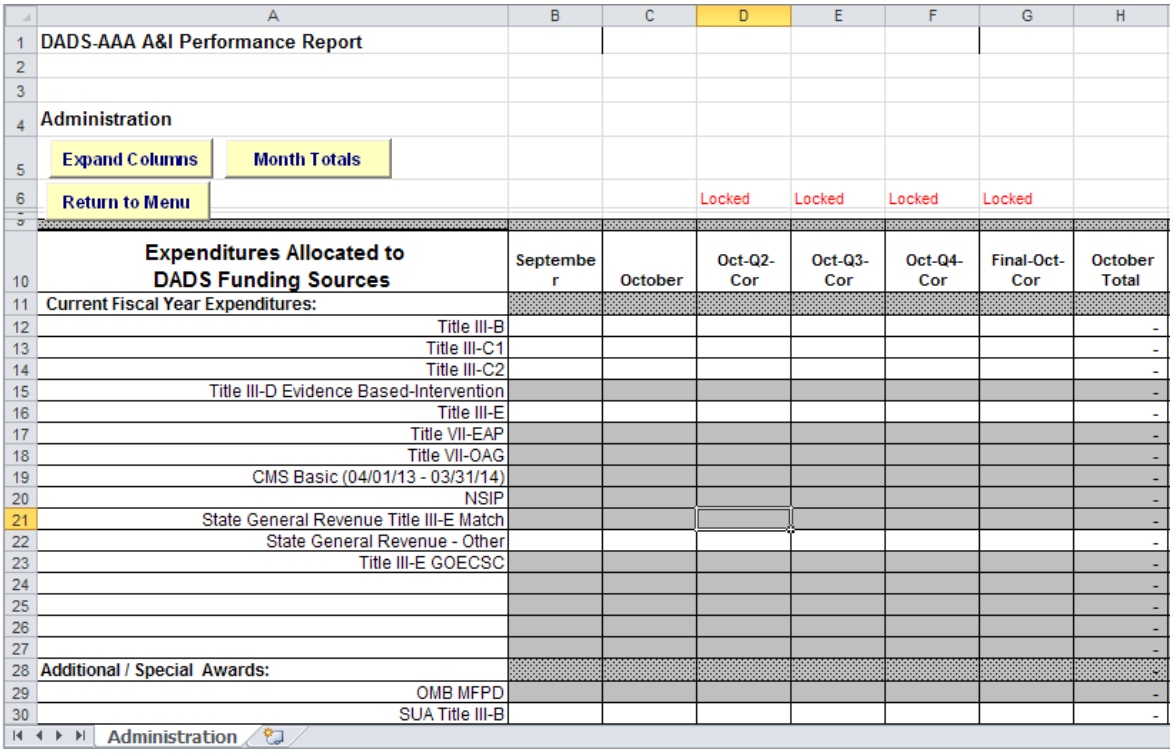
The performance workbook ends with the September report for the end of the current federal and contract fiscal year.

Correcting Reported Information

AAAs are required to correct reported monthly information when the variance between the actual performance and the reported performance for any service, for any months ± 5%.

The Performance Report workbook contains a separate column for each possible reporting period. Each month may have one to five reporting columns. The number of reporting columns is dependent upon how many quarters remain in which the month can be corrected.

This example shows the possible reporting columns for the month of October.



	A	B	C	D	E	F	G	H
1	DADS-AAA A&I Performance Report							
2								
3								
4	Administration							
5	Expand Columns / Month Totals							
6	Return to Menu			Locked	Locked	Locked	Locked	
10	Expenditures Allocated to DADS Funding Sources	September	October	Oct-Q2-Cor	Oct-Q3-Cor	Oct-Q4-Cor	Final-Oct-Cor	October Total
11	Current Fiscal Year Expenditures:							
12	Title III-B							-
13	Title III-C1							-
14	Title III-C2							-
15	Title III-D Evidence Based-Intervention							-
16	Title III-E							-
17	Title VII-EAP							-
18	Title VII-OAG							-
19	CMS Basic (04/01/13 - 03/31/14)							-
20	NSIP							-
21	State General Revenue Title III-E Match							-
22	State General Revenue - Other							-
23	Title III-E GOECSC							-
24								-
25								-
26								-
27								-
28	Additional / Special Awards:							
29	OMB MFPD							-
30	SUA Title III-B							-

Administration

In addition to submitting corrected performance information on the QPR on the established due dates, AAAs may submit corrected performance information as directed in technical assistance memo AAA - TA 401.

Storing and Managing Workbooks

Prior to the due date of the first QPR the Department will provide the AAA with the workbooks required for performance reporting. The workbooks will be available to the AAA on the Department's SecureFTP website (https://sftp.hhs.texas.gov) in the Shared folder. The following workbooks will be provided by the Department:

1. QPR Menu
2. QPR Fy16
3. QPR 2016 Quarter 1
4. QPR 2016 Quarter 2
5. QPR 2016 Quarter 3

6. QPR 2016 Quarter 4
7. QPR 2016 Contract Year Closeout
8. Qpr Month Totals
9. AAA Performance 2016-2017

The AAA must determine where the workbooks will be stored. If several staff members will use the workbooks, the AAA may choose to store the workbooks on a network drive. If only one staff member will use the workbooks, they may be stored on a stand-alone computer. Regardless of which method the AAA chooses for workbook storage, DADS strongly recommends a separate directory be created and used exclusively for these workbooks and backed up on a regular basis. The workbooks must not be stored in the same directory as prior fiscal years' workbooks. The naming of the directory will not affect the usage of the workbooks and any naming convention used by the AAA for the directory will be acceptable to DADS. All nine (9) workbooks must be located in the same directory. Failure to properly store workbooks may cause the automatic updating of worksheets to fail.

IMPORTANT: The names of the nine files must not be changed. Changing the name of the workbooks will cause a break in the linkage of the copy function between the workbooks. DADS has named the four Quarter QPR and contract year closeout workbooks for direct uploading of data into DADS' worksheets and databases. Any changes in the names of these workbooks or worksheets within any of the workbooks will delay processing.

Workbook Overview

The QPR System consists of a series of linked Microsoft Excel workbooks. All of the workbooks are accessed through the use of a series of menus in the QPR Menu workbook.

IMPORTANT: When the workbooks are opened your computer system may require a response as to whether or not you want to enable macros. For the QPR System to operate correctly, **you must allow the System to enable macros**.

QPR Menu: The QPR Menu workbook is linked to the QPR Fy(yr) and to each of the quarterly and closeout workbooks. This workbook is used to update QPR information, view or print reports, preview quarterly reports, perform maintenance on the workbooks, and exit the QPR System.

QPR Fy(yr): The QPR Fy(yr) workbook is linked to the QPR Menu workbook and is used to store the AAAs entered information. The QPR Fy(yr) workbook will not be submitted to DADS unless there is a problem that requires the Department to verify the AAA's recording of the data.

The QPR Fy(yr) workbook contains one worksheet for each allowable service, an additional worksheet that may be used for a new service, a total worksheet, and a service funding source summary worksheet.

QPR Fy(yr) Quarter n: A separate workbook is provided for each state fiscal year quarter and for the contract year-end closeout submission. The workbooks are linked to the QPR Menu workbook and the QPR Fy(yr) workbook. The workbooks are protected and do not allow for any direct information entry. Information is directly copied from the QPR Fy(yr) workbook.

1. QPR 20(yr) Quarter 1 workbook contains three worksheets that directly copy data from each of the service worksheets from the columns September (prior year federal contract closeout), October and November in the "QPR Fy(yr)" workbook.

2. QPR 20(yr) Quarter 2 workbook contains five workbooks that directly copy data from each of the service worksheets from the columns December, January, February, Oct-Q2-Cor and Nov-Q2-Cor in the "QPR Fy(yr)" workbook.

3. QPR 20yr) Quarter 3 workbook contains eight worksheets that directly copy data from each of the service worksheets from the columns March, April, May, Oct-Q3-Cor, Nov-Q3-Cor, Dec-Q3-Cor, Jan-Q3-Cor and Feb-Q3-Cor in the "QPR Fy(yr)" workbook.

4. QPR 20(yr) Quarter 4 workbook contains eleven worksheets that directly copy data from each of the service worksheets from the columns June, July, August, Oct-Q4-Cor, Nov-Q4-Cor, Dec-Q4-Cor, Jan-Q4-Cor, Feb-Q4-Cor, Mar-Q4-Cor, Apr-Q4-Cor and May-Q4-Cor in the "QPR Fy(yr)" workbook.

5. QPR 20(yr) Contract Year Closeout workbook contains sixteen worksheets that directly copy data from each of the service worksheets from the columns Final-Oct-Cor, Final-Nov-Cor, Final-Dec-Cor, Final-Jan-Cor, Final-Feb-Cor, Final-Mar-Cor, Final-Apr-Cor, Final-May-Cor, Final-Jun-Cor, Final-Jul-Cor, Final-Aug-Cor, September Federal FY Final in the "QPR Fy(yr)" workbook.

QPR Month Totals: A separate workbook is provided that includes a report that will show State and Federal YTD totals by funding source and service. The total values within the workbook are linked to the QPR Fy(yr) workbook. This workbook was created at the request of the AAAs, but is not accessed through the QPR Menu workbook like many of the other components. Instead users should open the file directly and the linked information will populate automatically.

QPR System Menus

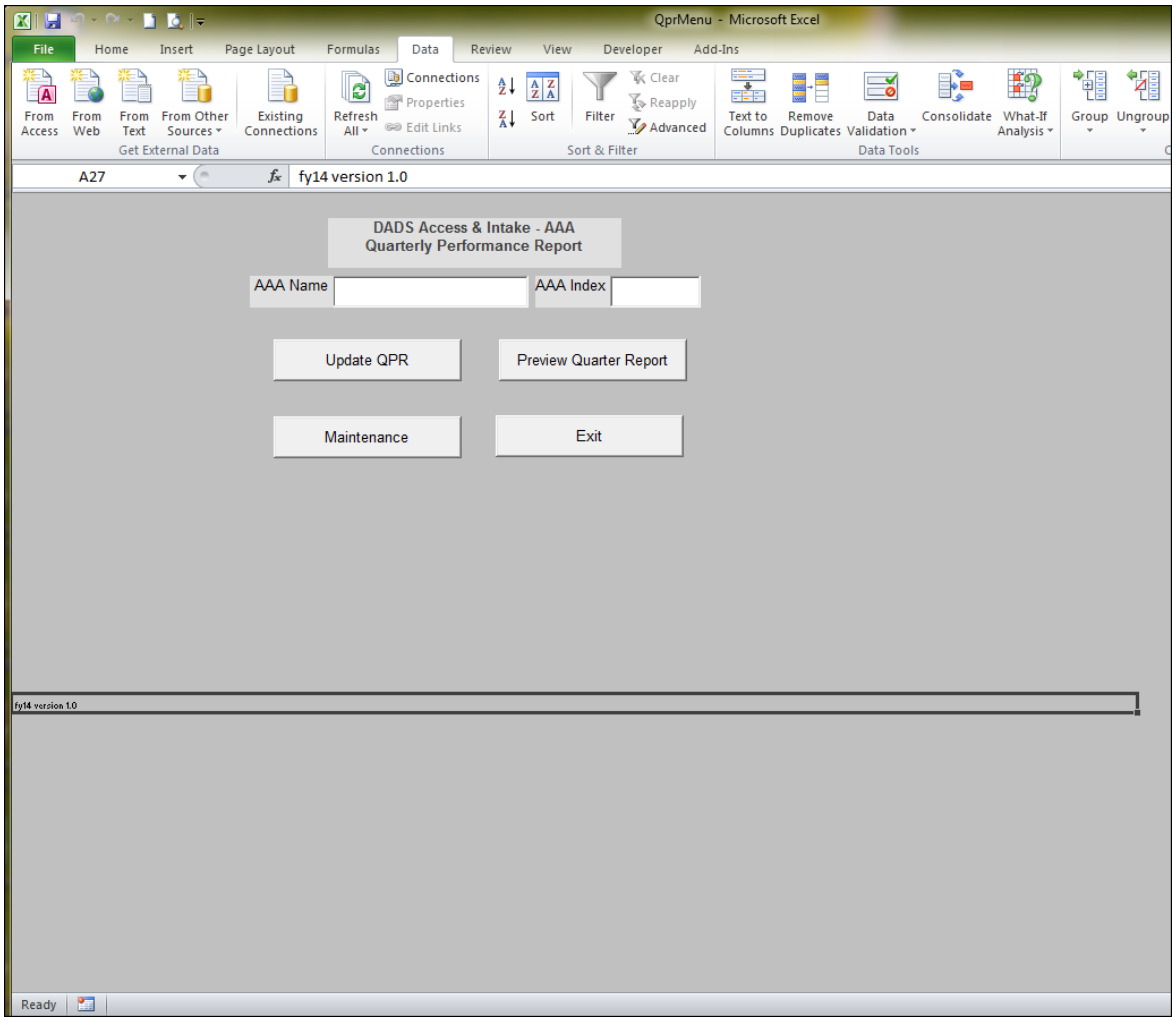
All of the workbooks are accessed through the use of a series of menus in the QPR Menu workbook. Open the QPR Menu workbook to use the system.

IMPORTANT: When the workbooks are opened your computer system may require a response as to whether or not you want to enable macros. For the QPR system to operate correctly, you **must** allow the system to enable macros.

The QPR Menu workbook contains three worksheets or menus: Main Menu, Update QPR, and Maintenance.

Selections on the Main Menu worksheet:

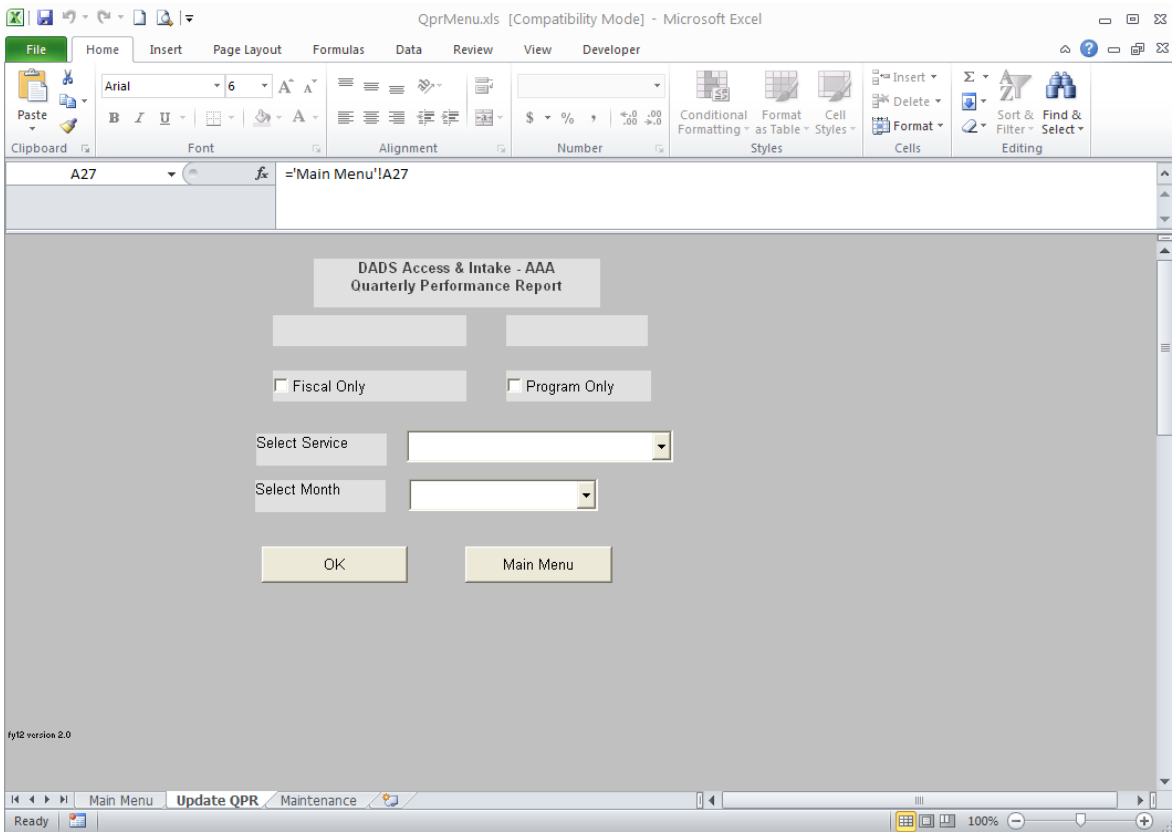
- **Update QPR**: used to access the QPR Fy(yr) workbook
- **Preview Quarter Report**: will allow the user to select a quarterly report to view or e-mail to DADS
- **Maintenance**: used to add a new funding source or new service and lock or unlock quarters through the Maintenance Menu
- **Exit**: used to save and close all QPR system workbooks.



Snapshot of QprMenu Excel document – Main Menu tab

Selections on the Update QPR Menu:

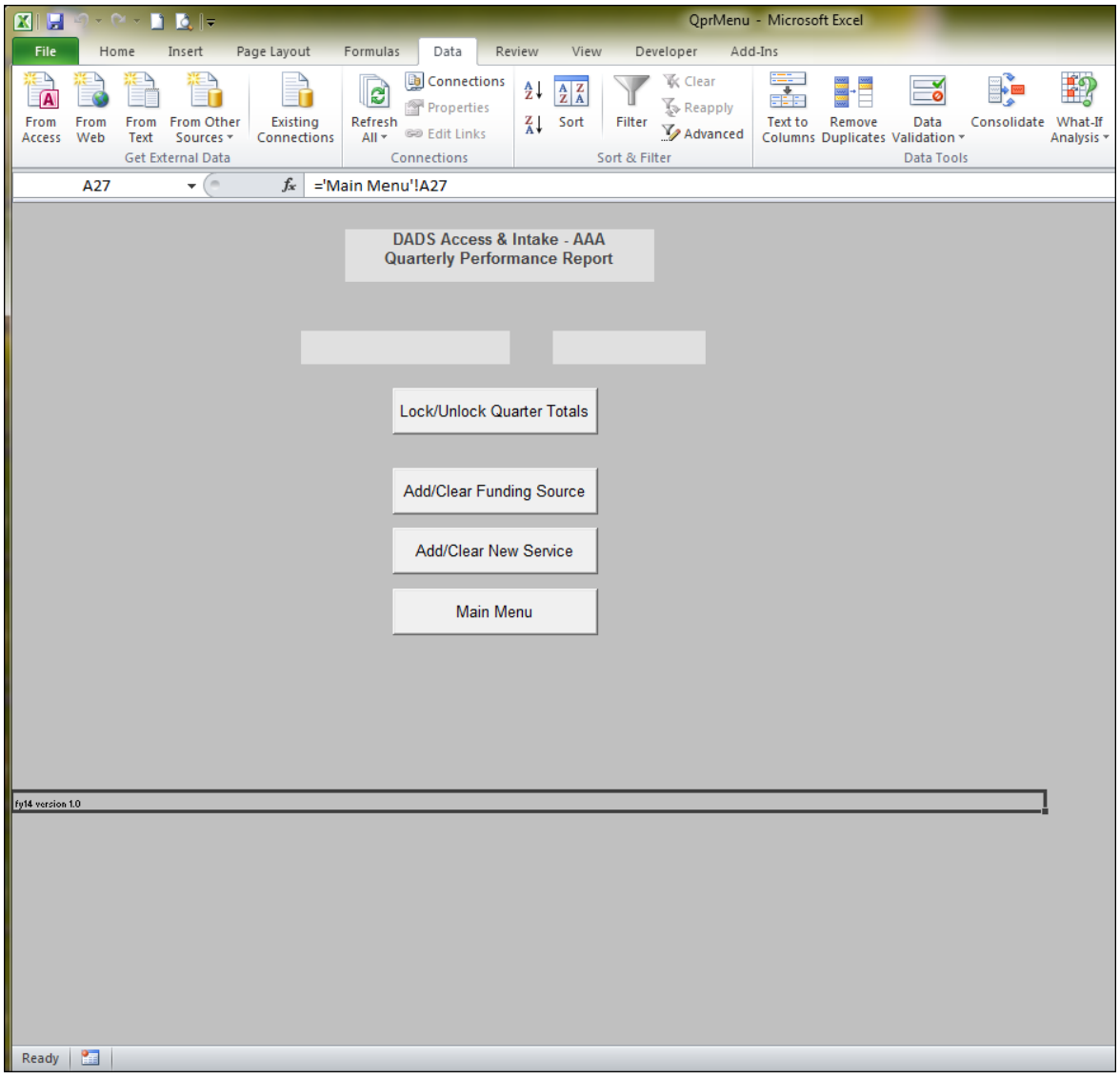
- **Fiscal Only**: used to enter, view and print the Expenditures Allocated to DADS Funding Source section on the QPR Fy(yr) workbook
- **Program Only**: used to enter, view and print the Area Plan Performance Activity section of the QPR Fy(yr) workbook which includes total units served, average unit rate calculations, other funding sources, and Title III-E caregiver information
- **Select Service**: will allow the user to select the service for data entry, viewing or report printing. The drop down list of services is in alphabetical order. The service list also contains selections for service funding source summary information, and a total page
- **Select month**: allows the user to select the period to be updated
- **OK**: processes all of the above selections and opens the QPR Fy(yr) workbook
- **Main Menu**: returns the user to the main menu.



Snapshot of QprMenu Excel document – Update QPR tab

Selections on the Maintenance Menu:

- **Lock/Unlock Quarter Totals**: used to lock or unlock quarters to prevent data entry to other than the current quarter
- **Add/Clear Funding Source**: used to add a new funding source to the QPR Fy(yr) workbook and quarterly workbooks
- **Add/Clear New Service**: used to add a new service to the QPR Fy(yr) workbook and quarterly workbooks
- **Main Menu**: returns the user to the main menu.

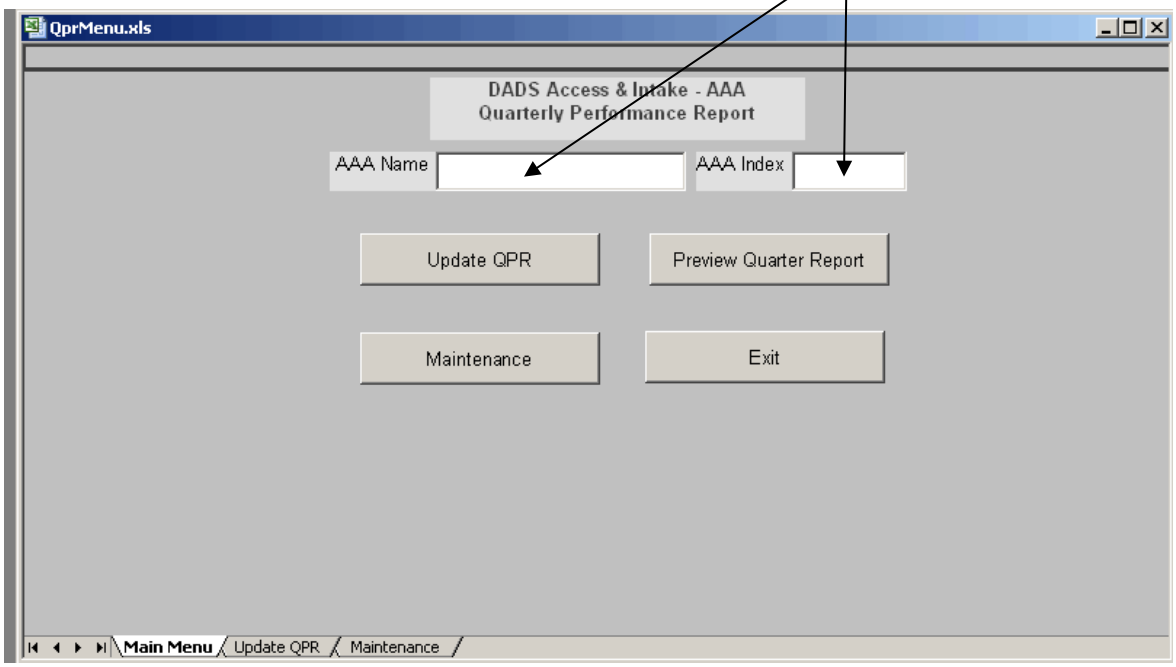


Snapshot of QprMenu Excel document – Maintenance tab

Entering Information

First Time Use of the QPR

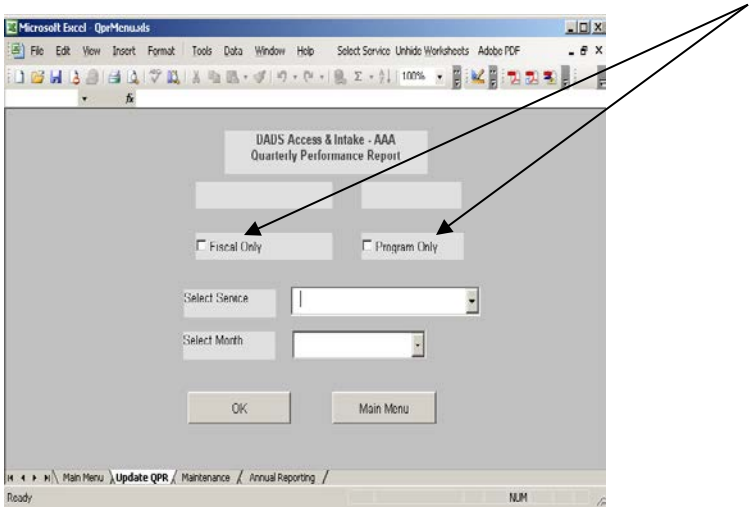
The first time the QPR Menu workbook is opened the AAA must enter the AAA name and AAA index number on the Main Menu. The AAA index number is five digits and begins with 831nn. If you are unsure of the AAA index number please contact the Help Desk at AAA.Help@dads.state.tx.us. The AAA name and AAA index number entered on this menu will be used by the sub-menus, workbooks and reports.



All of the quarters are locked in the QPR Fy(yr) workbook when released to the AAA. AAAs are encouraged to only unlock the current quarter and to lock each quarter after submitting the quarterly report. By doing this the AAA will prevent data entry to other sections than the current quarter. Please refer to page 33 of this manual for instructions on locking and unlocking quarterly totals.

Entering Performance Information

To enter performance information, select Update QPR on the Main Menu. This will access the Update QPR Menu. The menu provides the user the option of limiting the visible area of the report. This is accomplished by selecting either “Fiscal Only” or “Program Only”. If neither option is selected, all rows on the report are visible.



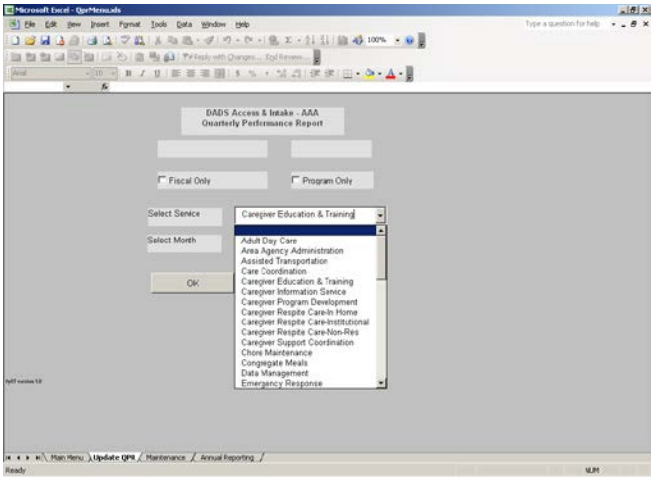
Fiscal Only selection

	Expenditures Allocated to DADS Funding Sources	
11	**Current Fiscal Year Expenditures:**	
12	Title III-B	
13	Title III-C1	
14	Title III-C2	
15	Title III-D	
16	Title III-E	
17	Title VII-EAP	
18	Title VII-OAG	
19	CMS Basic (04/01/07 - 03/31/08)	
20	NSIP	
21	Title III-D Medication Management	
22	State General Revenue Title III-E Match	
23	State General Revenue - Other	
24	State Highway Fund 0006/Transportation	
25		
26		
27		
28	***Additional / Special Awards:***	
29	Disaster Assistance (Hi Rita)-Only for Sep 2006	
30		
31		
32		
33		
34		
35	**Prior Fiscal Year Carry-Over:**	
36	PY Title III-B	
37	PY Title III-C1	
38	PY Title III-C2	
39	PY Title III-D	
40	PY Title III-E	
41	PY Title VII-EAP	
42	PY Title VII-OAG	
43	PY NSIP	
44	PY Title III-D Medication Management	
45		
46		
47	**Prior Fiscal Year Continuation Awards**	
48	CMS Basic (04/01/06 - 03/31/07)	
49	ng Band/Residential Repair (10/01/06-08/31/07)	
50		
51		
52		
53		
54	**Total DADS Expenditures**	
55	DADS Capital Equipment	
56	Other Funds Capital Equipment	
57	**Total DADS Funding Sources(Net of Capital Expenditures):**	
58	Value of DADS Units or Expenses for Awarded Reports Only	

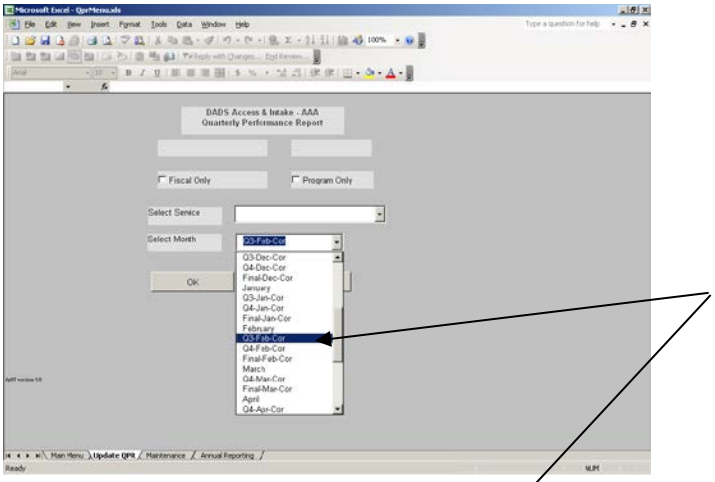
Program Only Selection

10	Expenditures Allocated to DADS Funding Sources	October
59	**Area Plan Performance Activity:**	
60	***Unduplicated Count of :***	
61	Total Persons	
62		
63		
64	**Total Units Served:**	
65	otal Units Purchased with Funds Received from DADS	
66	Total Match Units Supported with Local Funds	
67	Total Other Eligible Units Supported with Local Funds	
68	Total Units Purchased with Program Income Funds	
69	***Total Units***	-
70		
71	**Avg. Unit Rate Calculation:**	
72	Average DADS Cost per Unit	-
73	Average Cost per Match Unit	-
74	Average Cost per Other Eligible Unit	-
75	Average Cost per Program Income Unit	-
76		
77	**Other Funding Sources:**	
78		
79	All Program Income Collected - FY2007	
80	All Program Income Expended - FY2007	
81	All Local Cash Match Expended	
82	All Other Local Funds Expended	
83	All In-Kind Reported	
84	All Other Federal Expended	
85		
86	**Title III - E Caregiver Information:**	
87	**Program Income Collected - FY2007:**	
88	Caregiver Serving Elderly	
89	Grandparent/Elderly Serving Children	
90	**Total Other Funding Source Expended (Cash Only):**	
91	Caregiver Serving Elderly	
92	Grandparent/Elderly Serving Children	

The menu also requires the selection of a service. This selection is a drop down list of all services in alphabetical order. In addition to the current services, a reserved worksheet is available for future use. The service list also contains selections for service funding source summary information and a total page.



The Update QPR Menu requires the user to select the period to be updated for all worksheets except the Total Page, Service Funding Source Summary, and Performance Projections worksheets. When the QPR Fy(yr) workbook opens, the cursor will be positioned in the title row of the column for the period selected.



	A	Z	AA	AB	AC	AD	BE	BI
9								
10	**Expenditures Allocated to DADS Funding Sources**	**February**	**Feb-Q3-Cor**	**Feb-Q4-Cor**	**Final-Feb Cor**	**February Total**	**State YTD**	**Federal YTD**
11	**Current Fiscal Year Expenditures:**							
12	Title III-B					-	-	-
13	Title III-C1					-	-	-
14	Title III-C2					-	-	-
15	Title III-D					-	-	-
16	Title III-E					-	-	-
17	Title VII-EAP					-	-	-
18	Title VII-OAG					-	-	-

By selecting the OK button, all of the above selections are processed and the QPR Fy(yr) workbook is opened.

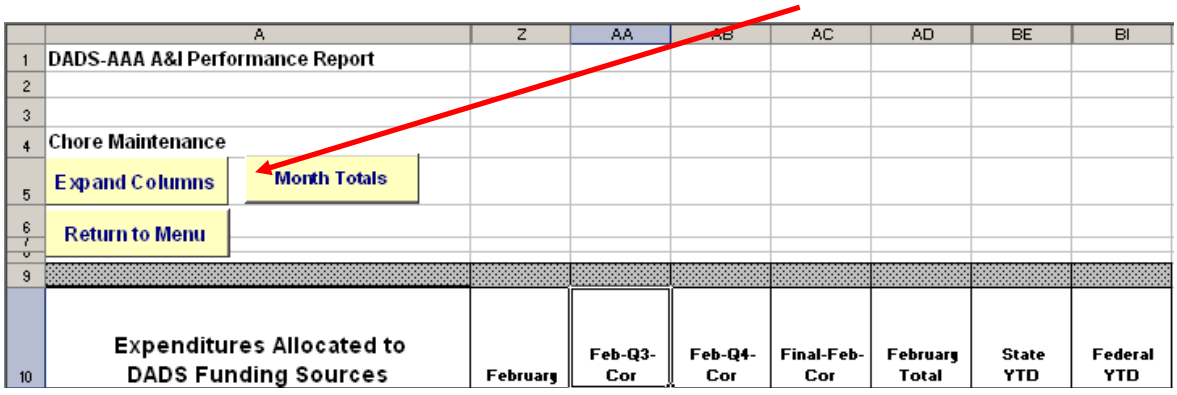
Only the service and month selected will be displayed with the month, state fiscal year-to-date, and federal fiscal year-to-date totals.

	A	Z	AA	AB	AC	AD	BE	BI
9								
10	**Expenditures Allocated to DADS Funding Sources**	**February**	**Feb-Q3-Cor**	**Feb-Q4-Cor**	**Final-Feb Cor**	**February Total**	**State YTD**	**Federal YTD**
11	**Current Fiscal Year Expenditures:**							
12	Title III-B	2,500				2,500	2,500	2,500
13	Title III-C1					-	-	-
14	Title III-C2					-	-	-
15	Title III-D					-	-	-
16	Title III-E					-	-	-

Totals are immediately updated allowing the AAA to verify information is correct before proceeding.

	A	Z	AA	AB	AC	AD	BE	BI
9								
10	**Expenditures Allocated to DADS Funding Sources**	**February**	**Feb-Q3-Cor**	**Feb-Q4-Cor**	**Final-Feb Cor**	**February Total**	**State YTD**	**Federal YTD**
11	**Current Fiscal Year Expenditures:**							
12	Title III-B	2,500	500			3,000	3,000	3,000
13	Title III-C1					-	-	-
14	Title III-C2					-	-	-
15	Title III-D					-	-	-
16	Title III-E					-	-	-

The header rows of the worksheet provide the AAA with additional options.



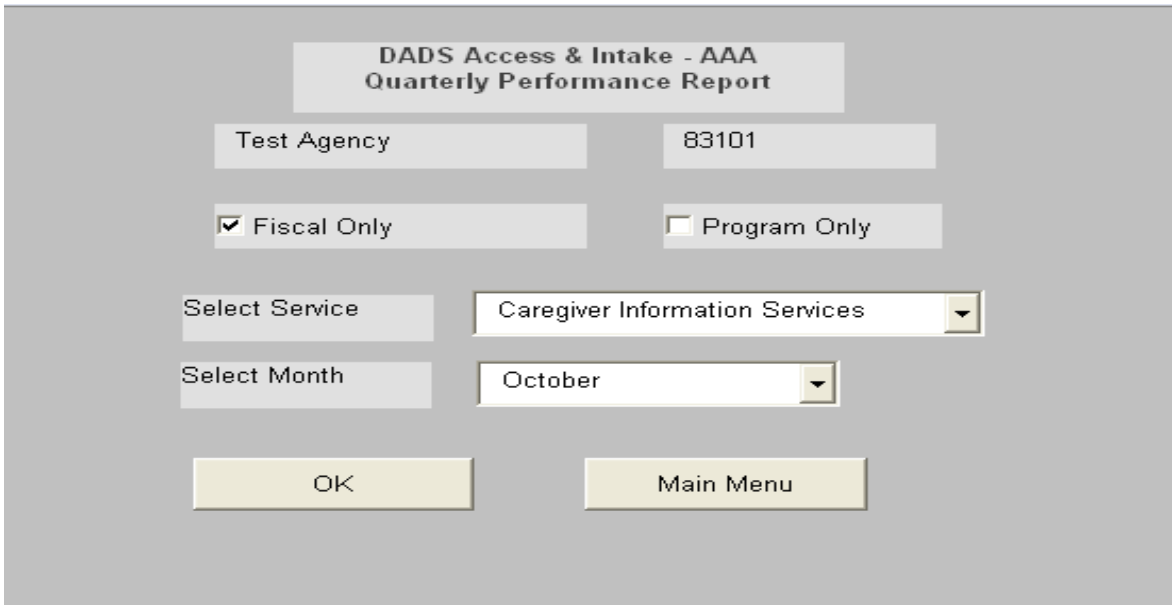
The **Expand Columns** button will show all of the reporting and total columns for the service.

Expenditures Allocated to DADS Funding Sources	September	October	Oct-Q2-Cor	Oct-Q3-Cor	Oct-Q4-Cor	Final-Oct-Cor
Current Fiscal Year Expenditures:						
Title III-B						
Title III-C1						
Title III-C2						
Title III-D Evidence Based-Intervention						
Title III-E						
Title VII-EAP						
Title VII-OAG						
CMS Basic (04/01/13 - 03/31/14)						
NSIP						
State General Revenue Title III-E Match						
State General Revenue - Other						
Title III-E GOECSC						

The **Month Totals** button will show only the monthly totals, and state and federal fiscal year totals.

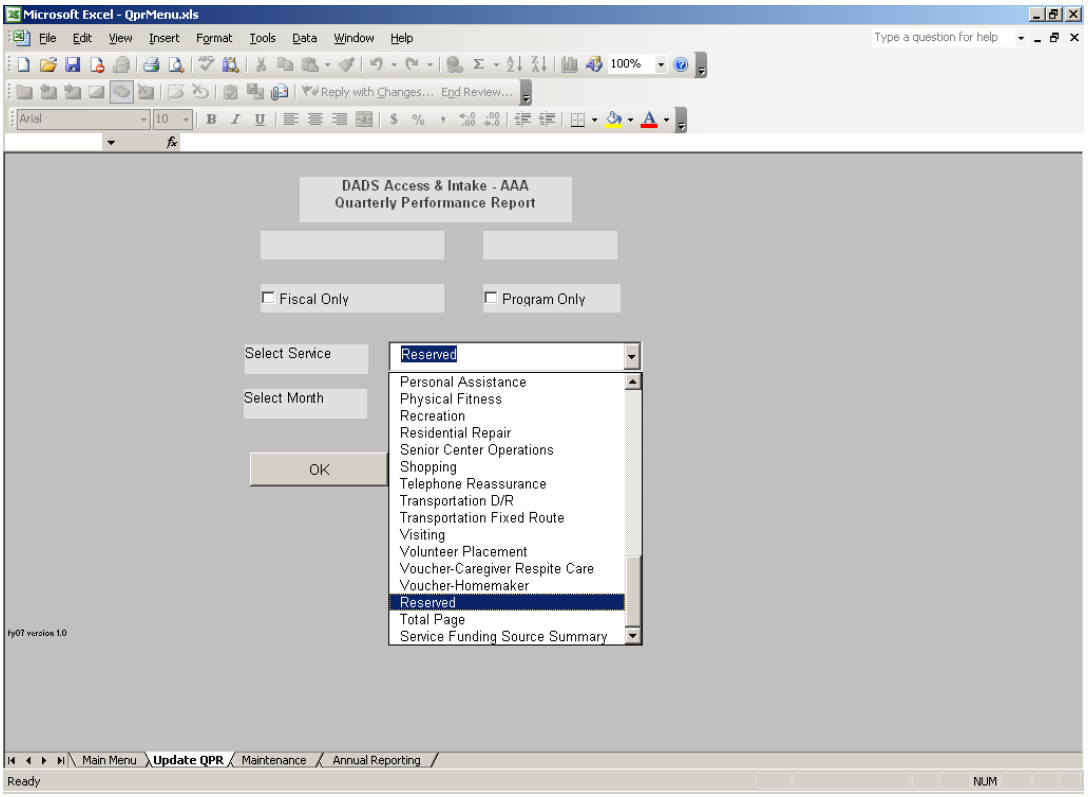
	A	AD	AJ	AN	AR	AW	AZ	BC	BE	BH	BI
9											
10	Expenditures Allocated to DADS Funding Sources	February Total	March Total	April Total	May Total	June Total	July Total	August Total	State YTD	September Federal FY Final	Federal YTD
11	Current Fiscal Year Expenditures:										
12	Title III-B	3,000	-	-	-	-	-	-	3,000	-	3,000
13	Title III-C1	-	-	-	-	-	-	-	-	-	-
14	Title III-C2	-	-	-	-	-	-	-	-	-	-
15	Title III-D	-	-	-	-	-	-	-	-	-	-
16	Title III-E	-	-	-	-	-	-	-	-	-	-

The **Return to Menu** button will return the user to the Update QPR menu. From the Update QPR Menu, the user may change previous selections and continue updating services or select the Main Menu button.



The Select Service drop down list also contains:

- a worksheet for future use – Reserved
- Spare worksheets for new services that might be added after the start of the fiscal year
- Two worksheets to provide the AAA with additional summary information – Total Page and Service Funding Source Summary.



The Total Page is a report of the quarterly, state fiscal year and federal fiscal year totals.

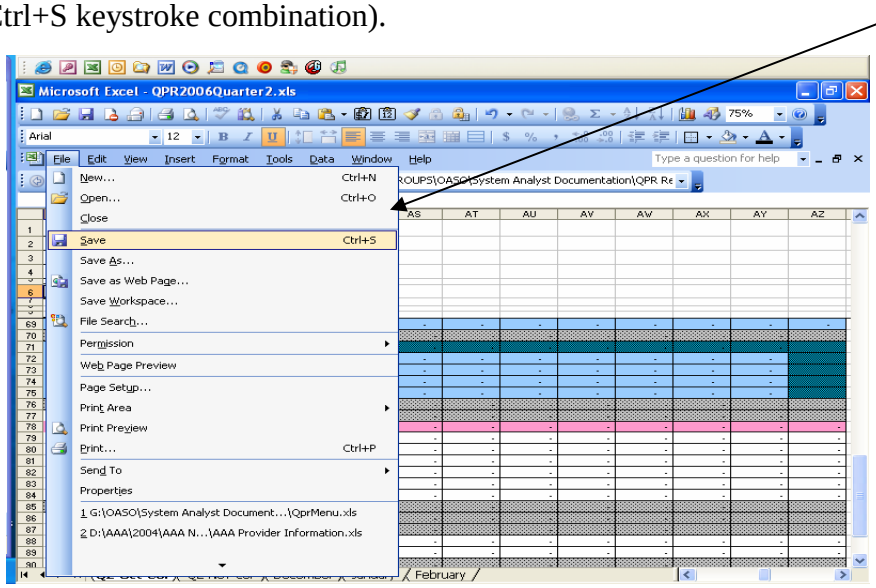
Expenditures Allocated to DADS Funding Sources	September	SFY-Quarter 2	SFY-Quarter 3	SFY-Quarter 4	State YTD	Federal YTD
Current Fiscal Year Expenditures:						
Title III-B	-	-	-	-	-	-
Title III-C1	-	-	-	-	-	-
Title III-C2	-	-	-	-	-	-
Title III-D	-	-	-	-	-	-
Title III-E	-	-	-	-	-	-
Title VII-EAP	-	-	-	-	-	-
Title VII-OAG	-	-	-	-	-	-
CMS Basic (04/01/07 - 03/31/08)	-	-	-	-	-	-
NSIP	-	-	-	-	-	-

The Service Funding Source Summary report is a listing of the total reported expenditures by month for each service.

	A	B	C	D	E	F	G	H	I	J
7	Service	September	October	November	December	January	February	March	April	May
8	Administration	-	-	-	-	-	-	-	-	-
9	Ombudsman	-	-	-	-	-	-	-	-	-
10	Inform. Ref. & Assist.	-	-	-	-	-	-	-	-	-
11	Care Coordination	-	-	-	-	-	-	-	-	-
12	Legal assistance 60 & Older	-	-	-	-	-	-	-	-	-
13	Legal Awareness	-	-	-	-	-	-	-	-	-
14	Caregiver Education & Training	-	-	-	-	-	-	-	-	-
15	Caregiver Program Development	-	-	-	-	-	-	-	-	-
16	Caregiver Support Coordination	-	-	-	-	-	-	-	-	-
17	Congregate Meals	-	-	-	-	-	-	-	-	-
18	Home Delivered Meals	-	-	-	-	-	-	-	-	-
19	Transportation Demand Response	-	-	-	-	-	-	-	-	-
20	Residential Repair - Title III	-	-	-	-	-	-	-	-	-
21	Homemaker	-	-	-	-	-	-	-	-	-
22	Personal Assistance	-	-	-	-	-	-	-	-	-
23	Health Maintenance	-	-	-	-	-	-	-	-	-
24	Health Screening	-	-	-	-	-	-	-	-	-
25	Nutrition Education	-	-	-	-	-	-	-	-	-
26	Emergency Response	-	-	-	-	-	-	-	-	-

Saving Performance Information

The QPR Menu Exit button requires the user to decide if updated information in the open workbooks will be saved. It is recommended in addition to saving information during the exiting process, that the user save information on a regular basis while using the System. This is accomplished by using the Microsoft Excel File Save process (also accessed via the Ctrl+S keystroke combination).



Controlled Asset reporting

Controlled asset amounts between $500 and $4,999 are required to be reported on line 77 and 78. This amount is for DADS and other funding sources.

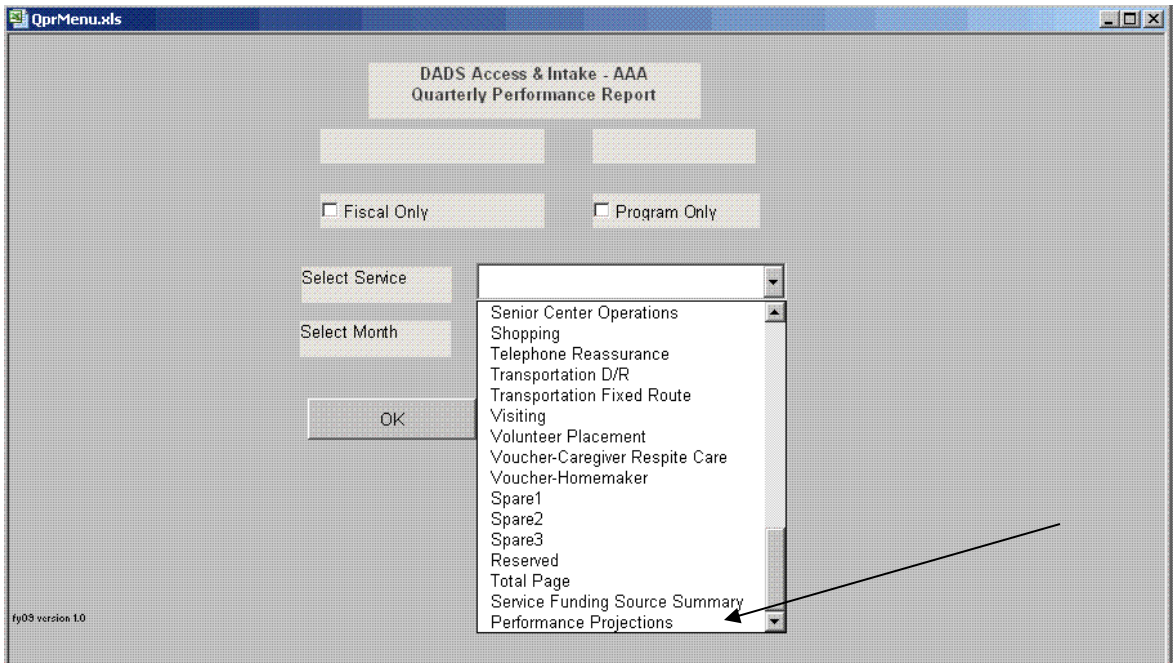
73					
74	**Total DADS Expenditures**	12,000	-	-	-
75	DADS Capital Equipment				
76	Other Funds Capital Equipment				
77	DADS Controlled Asset ($500 to $4,999)	2,500			
78	Other Funds Controlled Asset ($500 to $4,999)				
79	**Total DADS Funding Sources (Net of Capital Expenditures)**	12,000	-	-	-
80					
81	**Area Plan Performance Activity:**				

Performance Projections

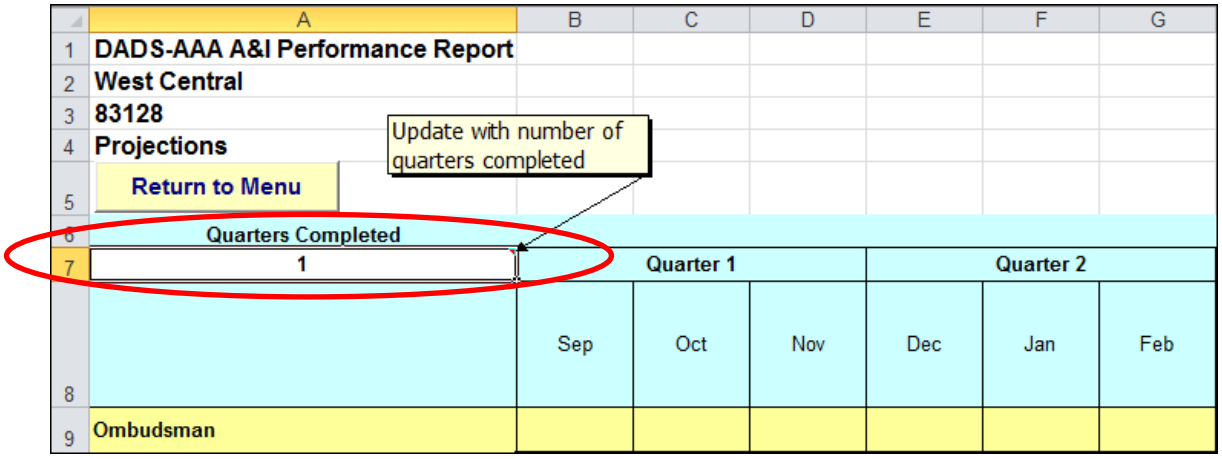
AAAs are required to provide DADS with projected performance information for performance measures established by the LBB. The projections are provided by the AAAs biennially and may be revised annually. Information is reported by the AAA on the QPR supporting performance provided.

In addition to reporting the performance achieved the LBB requires DADS to report projected performance for the remainder of the state fiscal year. This worksheet was developed to provide the information necessary to comply with this reporting requirement.

This worksheet can also be used by the AAA as a planning tool to compare planned performance to actual performance.



The selection of the service **Performance Projections** does not require the AAA to select a month. When the Performance Projections worksheet opens a pop-up box will appear requiring the user to select whether or not to update the worksheet. Allowing this update is necessary to link to the AAA performance projections. The calculations on this worksheet are based on the number of quarters reported. The AAA must enter the number of quarters completed each quarter.



The actual expenditures, unduplicated persons, and units shown on this worksheet are linked to information reported by the AAA on other worksheets in the QPR. The Current Year DADS Accepted Projections are linked to a separate workbook (AAAPerformance20nn-20nn.xls) included in the QPR package.

The AAA must enter monthly projection targets for every performance measure prior to submitting the first quarter QPR. Totals are immediately updated allowing the AAA to verify information is correct prior to proceeding.

Each quarter after the AAA has entered the monthly actual performance data the performance projections for the quarter should be updated to match the actual performance. The AAA should then review and if necessary revise the planned performance for the remaining months of the fiscal year.

The worksheet includes calculations of variances for each of the performance measures. Calculations are immediately updated allowing the AAA to compare planned projection activity to DADS accepted projections. The calculations show the expected variance based on actual year-to-date reported and activity planned for the remainder of the fiscal year.

This worksheet is linked to the quarterly workbooks and the information provided will be updated in the quarterly workbooks when the AAA updates the quarterly report.

Report Printing

All of the screen views available through the Update QPR Menu have been formatted to print on letter size paper, allowing multiple pages with a title column on the left of the

page. This eliminates the need for a separate report menu. The reports can be viewed using the Excel print preview feature.

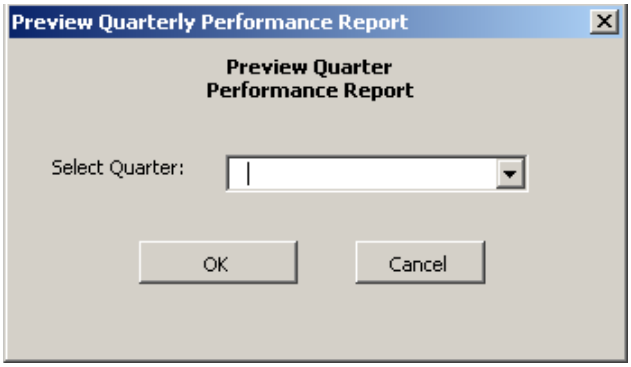
Because of variations in printer setups and requirements, the Department cannot ensure all reports will print correctly on all AAA printers. AAAs may use the Excel page setup function to change formatting of reports for their printer requirements.

Quarterly Reports

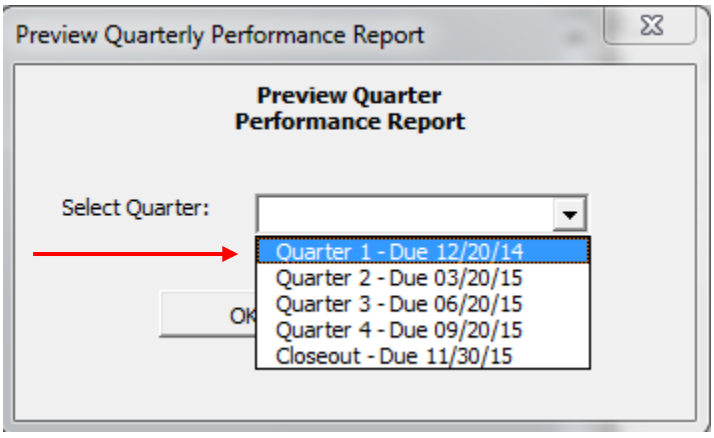
Preview Quarterly Report

The Preview Quarterly Report Menu is used to update and view QPRs prior to submitting reports to the Department. QPRs may also be submitted by e-mail through the Preview Quarter Report Menu.

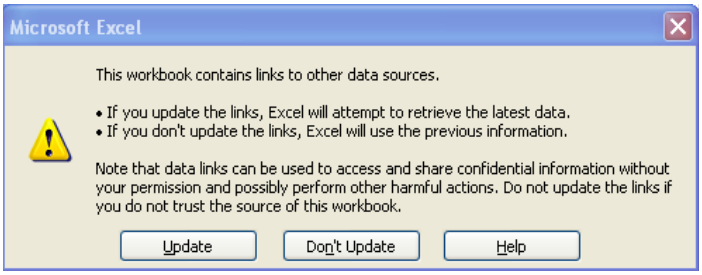
Selecting the Preview Quarter Report button brings up a pop-up menu.



Select the quarter from the drop-down menu.



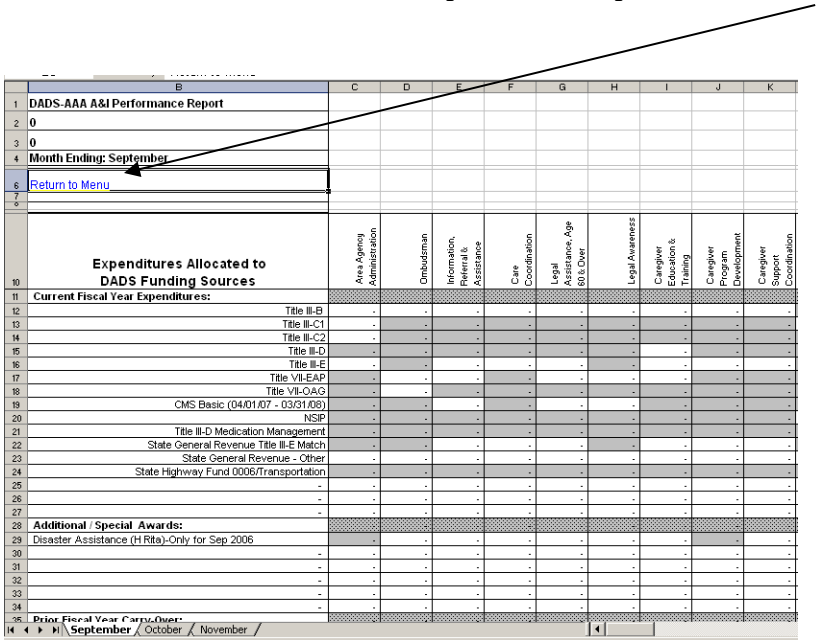
If you have accessed the QPR Fy(yr) workbook using the Update QPR function prior to previewing the quarterly report, the quarterly report will open and update. If you have not accessed the QPR Fy(yr) workbook using the Update QPR function, selecting OK will display a decision box.


Microsoft Excel
This workbook contains links to other data sources.
• If you update the links, Excel will attempt to retrieve the latest data.
• If you don't update the links, Excel will use the previous information.
Note that data links can be used to access and share confidential information without your permission and possibly perform other harmful actions. Do not update the links if you do not trust the source of this workbook.
Update
Don't Update
Help

If **Don't Update** is selected, the quarterly report will open without updating any changes made to the QPR Fy(yr) workbook since the last time the quarter was updated and saved. If **Update** is selected, the QPR will be updated with all changes made to the QPR Fy(yr) workbook.

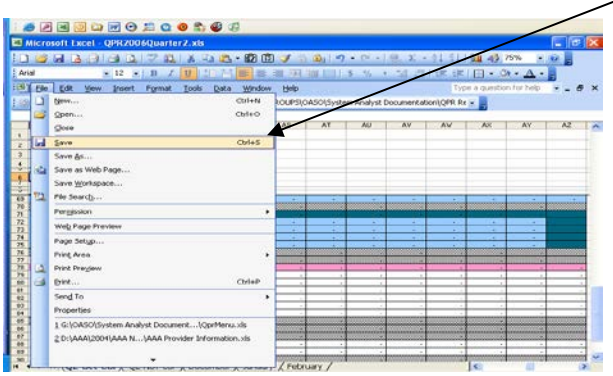
The QPR must be reviewed to ensure all information for the quarter has been entered. If all of the information is not complete, return to the Main Menu, select Update QPR and enter the appropriate information. After updated information is entered, select the Preview Quarter Report option and ensure the report is correct.

The header rows of the worksheet provide the option of returning to the Main Menu.



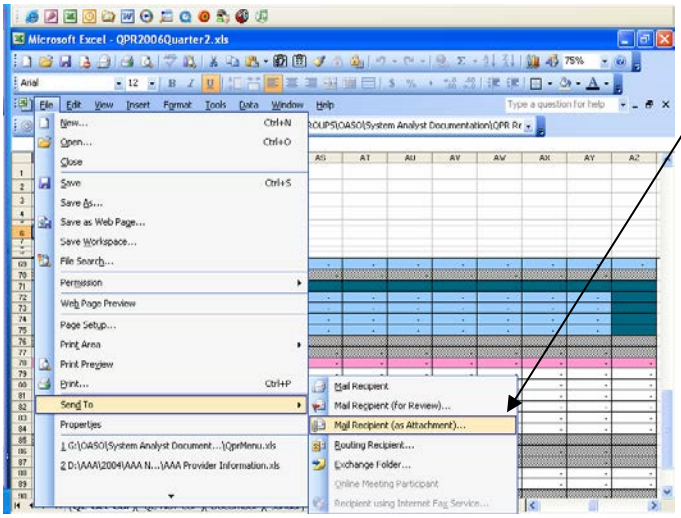
Save Reports

The QPR Menu Exit button requires the user to decide if updated information in the open workbooks will be saved. It is recommended in addition to saving information during the exiting process, the user save information on a regular basis while using the System. This is accomplished by using the Microsoft Excel File Save process (also accessed via the Ctrl+S keystroke combination). **In all cases the user should ensure the QPR is reviewed and saved prior to submitting the report to the Department.**



Submitting Quarterly Reports

There are two methods for submitting QPRs. The first method uses the Microsoft Excel File Menu to send the report as an attachment via e-mail. Depending on your agency's e-mail Internet Service Provider (ISP), this option may or may not work.



The other method requires the user to exit the QPR System and attach the appropriate QPR file to an e-mail. To use this method, the user selects the appropriate QPR file(s) from the directory and attaches it to an e-mail.

The AAA Report Due Date Schedule provides a listing of the QPR and closeout report due dates. The schedule is provided to the AAA prior to the start of each contract year.

SFY Quarterly workbooks must be submitted by e-mail to the Department's Reports mailbox at AAA.Reports@dads.state.tx.us. To readily identify the submission in the Reports Mailbox, the e-mail subject line should contain the AAA's identification number, QPR and the quarter ending date (e.g., 83104 QPR 5/31/07).

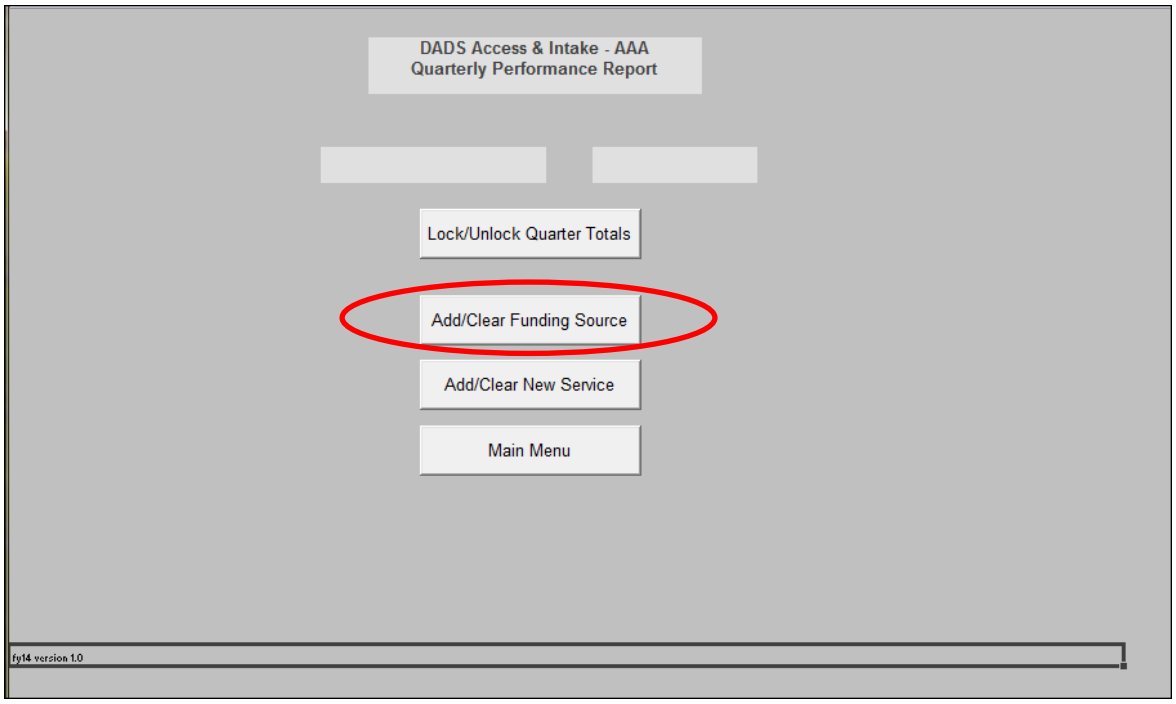
Workbook Maintenance

The Maintenance Menu is used to perform routine changes to the workbooks including – adding or clearing a new funding source, adding or clearing a new service, locking or unlocking a quarter. The Maintenance Menu is accessed by selecting the Maintenance button on the Main Menu.

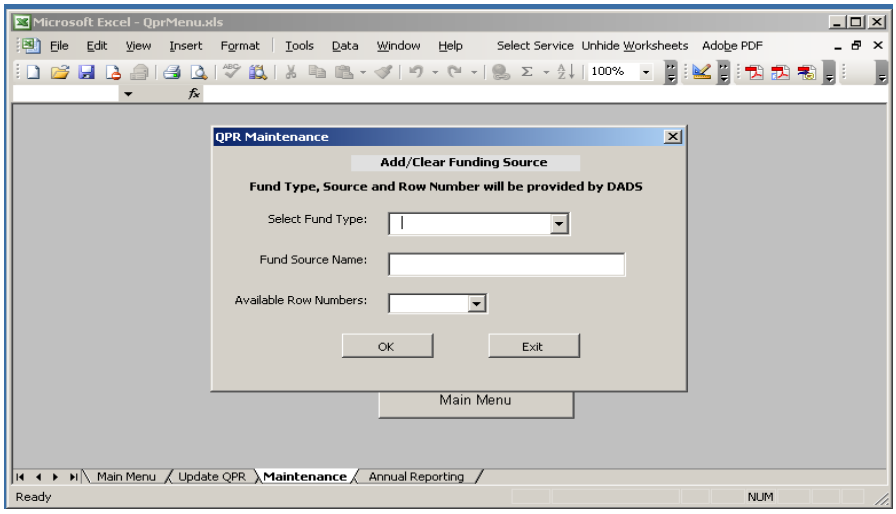
Add/Clear Funding Source

The Department will notify the AAA when new funding sources are to be added. The information provided will include the type of fund, the fund source name, and the worksheet row number.

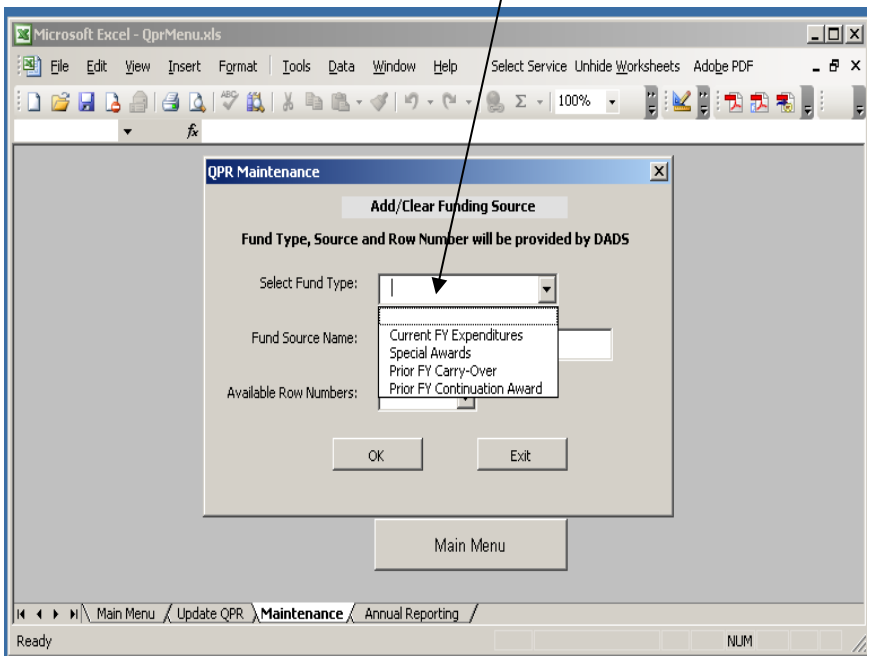
The AAA will select Add/Clear Funding Source from the Maintenance Menu.



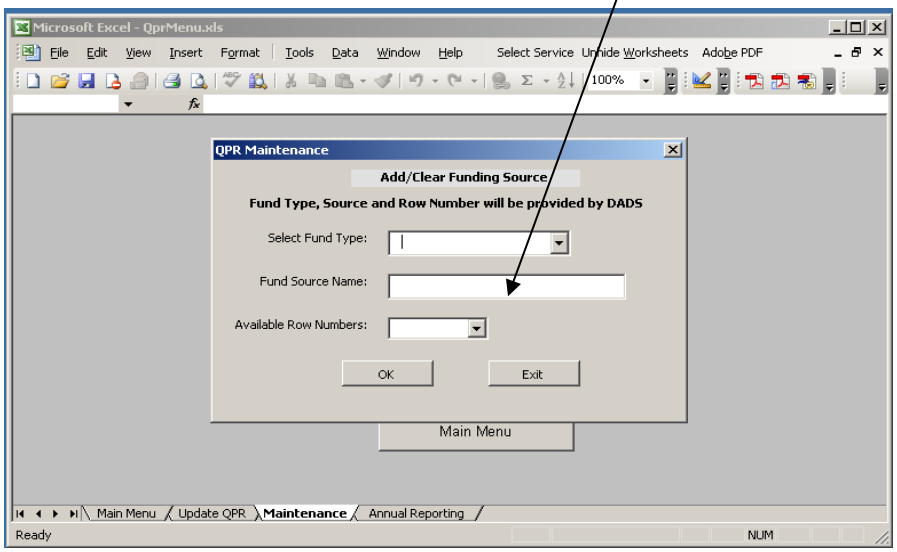
A pop-up menu is used to add the funding source.


Microsoft Excel - QprMenu.xls
File Edit View Insert Format Tools Data Window Help Select Service Unhide Worksheets Adobe PDF
QPR Maintenance
Add/Clear Funding Source
Fund Type, Source and Row Number will be provided by DADS
Select Fund Type:
Fund Source Name:
Available Row Numbers:
OK
Exit
Main Menu
Main Menu Update QPR Maintenance Annual Reporting
Ready
NUM

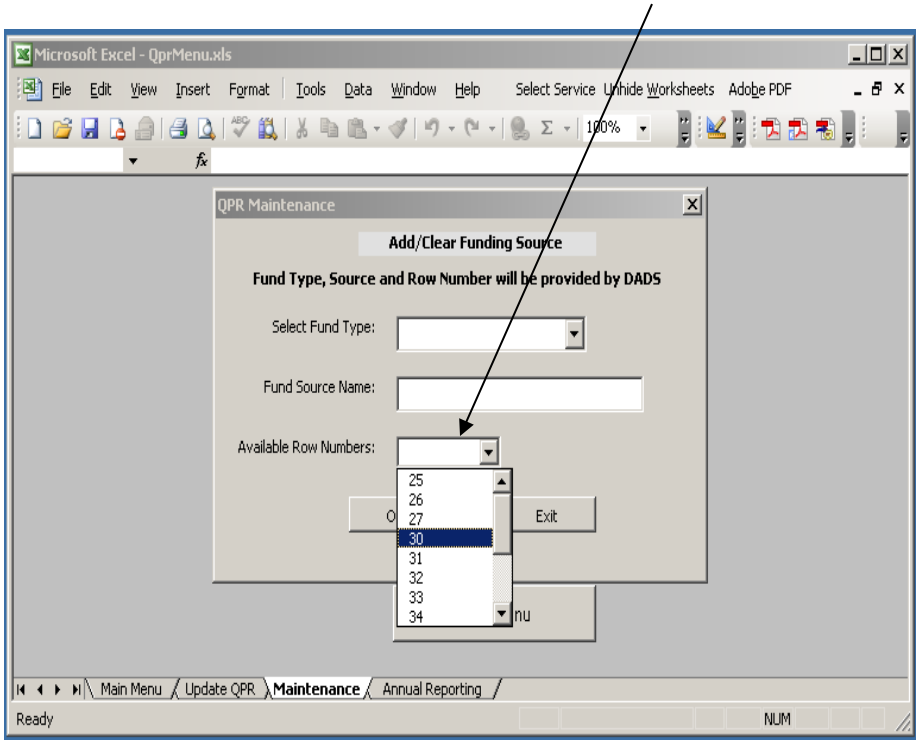
Select the appropriate fund type from the drop-down menu.



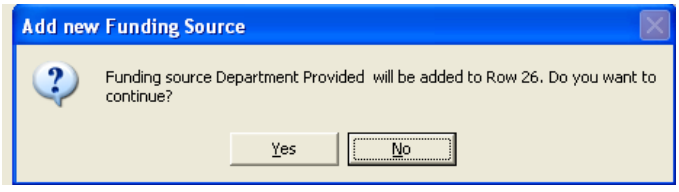
Enter the fund source name (provided by the Department).


Microsoft Excel - QprMenu.xls
File Edit View Insert Format Tools Data Window Help Select Service Unhide Worksheets Adobe PDF
QPR Maintenance
Add/Clear Funding Source
Fund Type, Source and Row Number will be provided by DADS
Select Fund Type:
Fund Source Name:
Available Row Numbers:
OK
Exit
Main Menu
Main Menu Update QPR Maintenance Annual Reporting
Ready
NUM

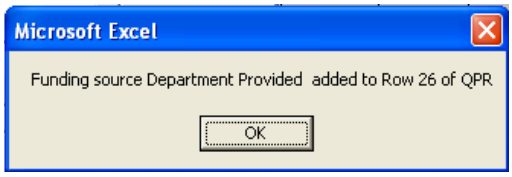
Select the row number (provided by the Department) from the drop-down menu.



Selecting OK will display a pop-up decision box to allow the user to ensure the information selected is correct before proceeding.



If No is selected, the user is returned to the Add/Clear Funding Source Menu. If Yes is selected, the information is added to all workbooks and an information box appears to confirm the action was completed successfully.

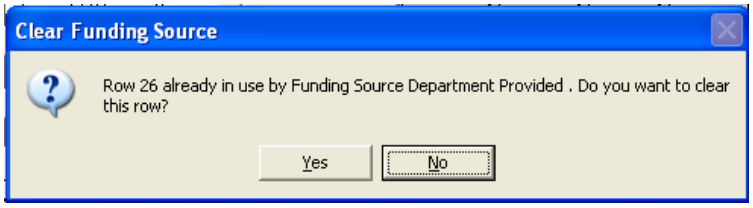


The user selects the OK button and is returned to the Add/Clear Funding Source Menu. The user can either add another funding source or exit the Add/Clear Funding Source Section to the Maintenance Menu.

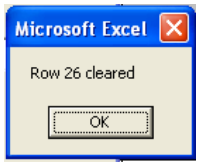
The Add/Clear Funding Source Menu provides the user with the option of clearing a funding source added by the user. The user will use this selection to correct errors to previously entered information by deleting the information. The information can then be correctly entered.

Important: Removing a funding source does not remove any information reported for the funding source through the Update QPR process.

If the User selects a row previously added, a decision box is provided showing the row number and funding source information.



If No is selected, the user is returned to the Add/Clear Funding Source Menu. If Yes is selected, the information is deleted from all workbooks and an information box appears to confirm the action was completed successfully.

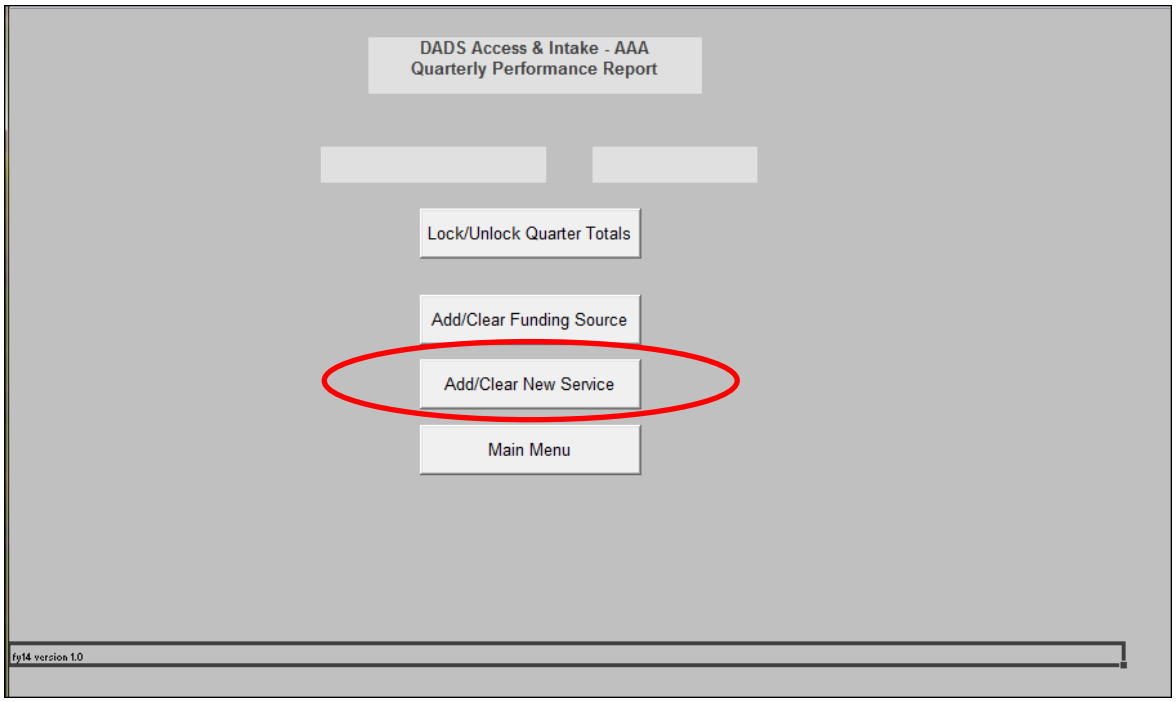


The user selects the OK button and is returned to the Add/Clear Funding Source Menu.

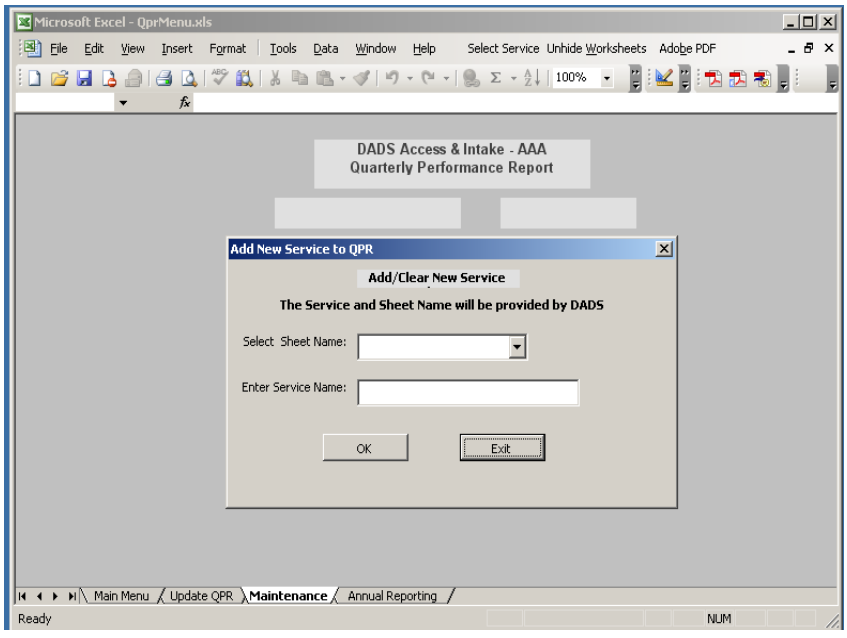
Add/Clear New Service

The Department will notify the AAA when a new service is to be added. The information will include the name of the service and which spare worksheet is to be used.

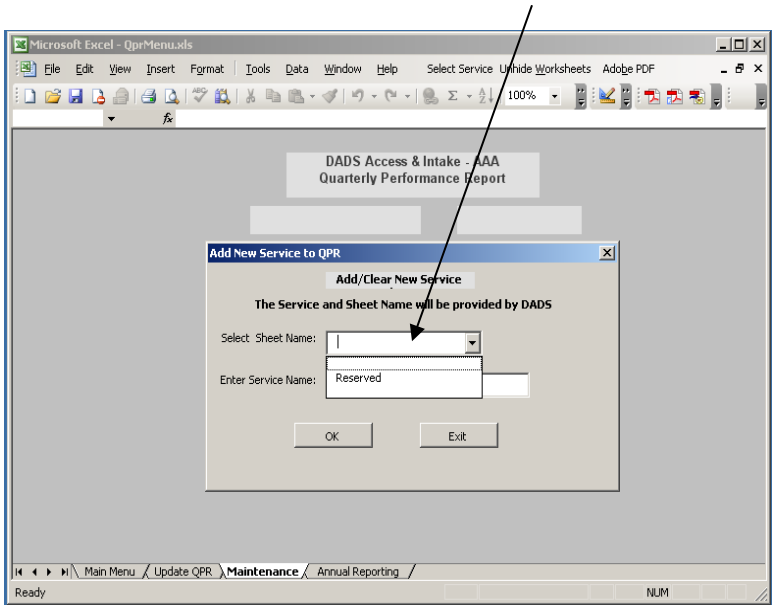
The AAA will select Add/Clear New Service from the Maintenance Menu.



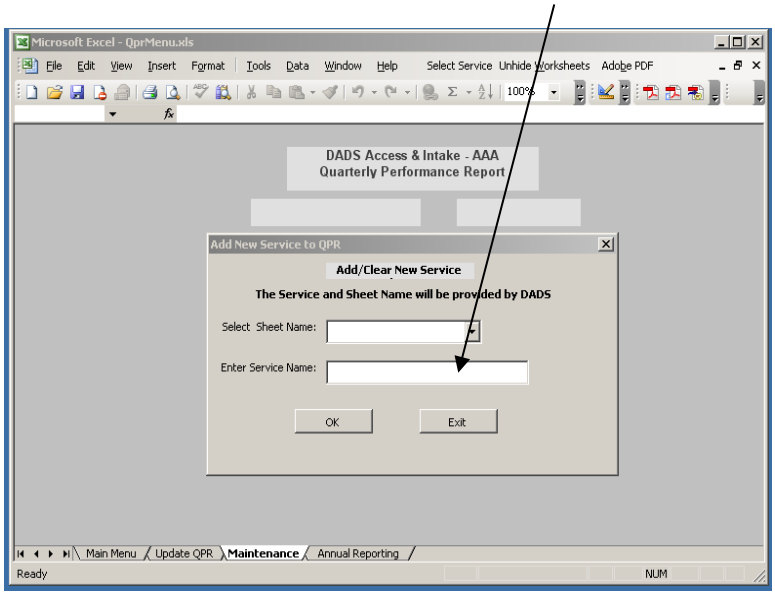
A pop-up menu is used to add the new service.



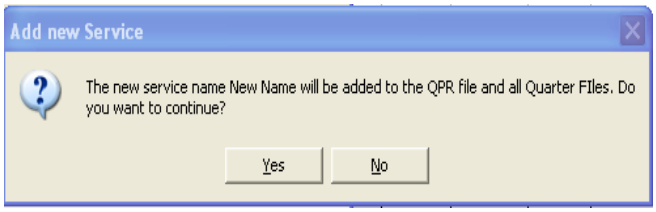
Select the appropriate sheet name (provided by the Department) from the drop-down menu.



Enter the appropriate service name (provided by the Department) in the **Enter Service Name:** field.

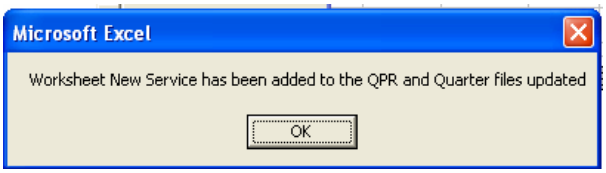


Selecting OK will display a pop-up decision box to ensure the information that was entered is correct before proceeding.


Add new Service
The new service name New Name will be added to the QPR file and all Quarter FIles. Do you want to continue?
Yes
No

Important: The selection of the Yes button will update all of the worksheets and save the workbooks. If you have entered information using the Update QPR process that you do not want saved, select the No button.

If No is selected, the user is returned to the Add/Clear New Service Menu. If Yes is selected, all of the workbooks are updated with the new service name, all of the workbooks are saved with the new information, and an information box appears.



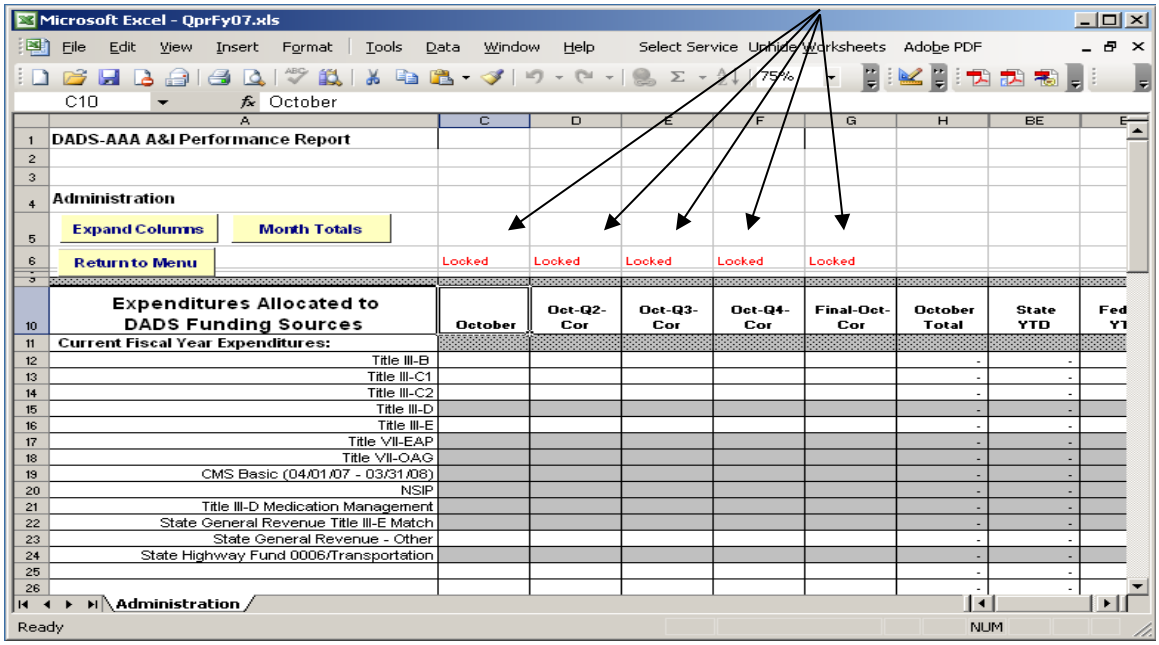
The user selects the OK button and is returned to the Add/Clear Service Name Menu.

The Add/Clear Service Name Menu allows the user to rename the spare worksheets repeatedly. If the user has selected the wrong spare sheet or has incorrectly entered the service name, the user repeats the process to rename the worksheet.

Important: Renaming a service worksheet does not remove any information entered on the worksheet through the Update QPR process.

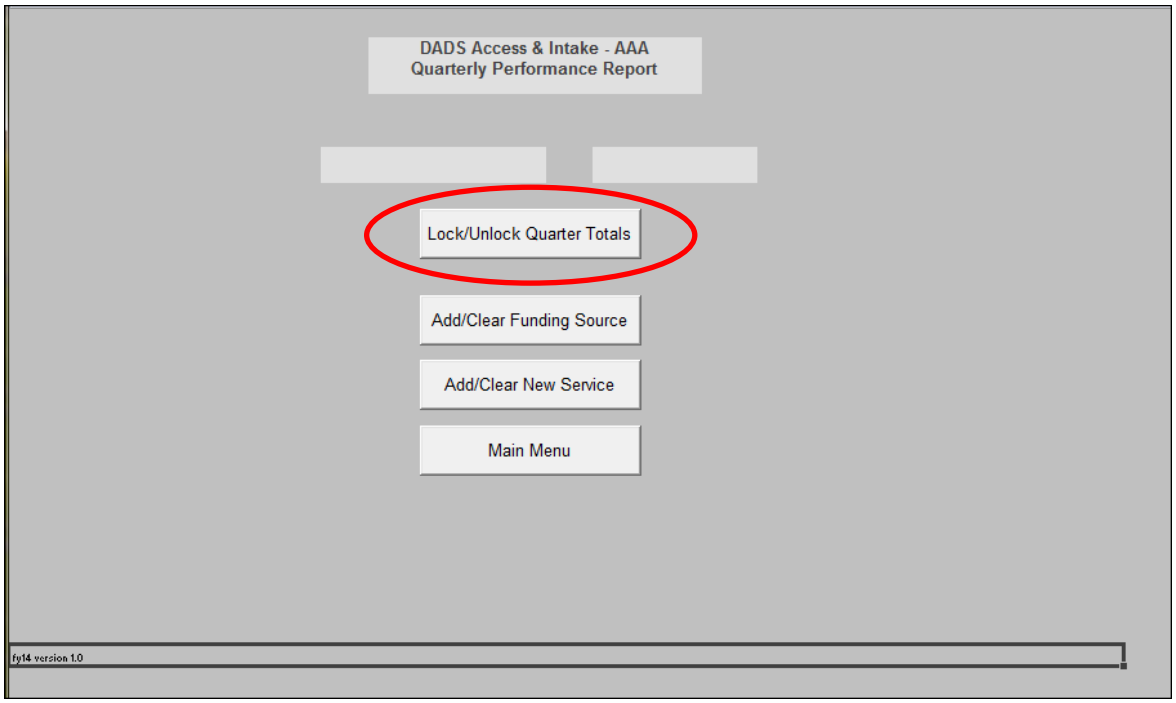
Lock/Unlock Quarter Totals

One of the most common data entry errors in the QPR process is the entering of information in the wrong quarter. To reduce the probability of this type of error a process of locking and unlocking quarters has been developed. All of the quarters are locked in the QPR Fy(yr) workbook when released to the AAA.

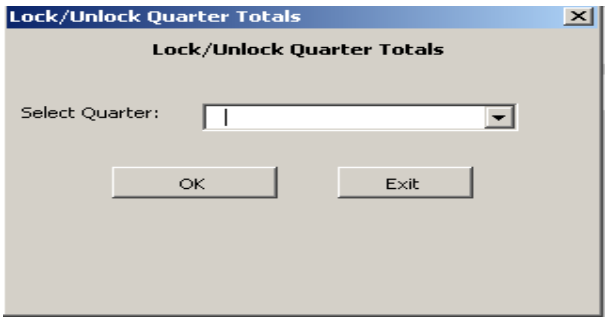


It is recommended the AAA initially unlock only the first quarter. After the first quarter QPR is submitted, the first quarter should be locked and the second quarter unlocked. This process of unlocking only the current quarter should continue as each quarter is closed.

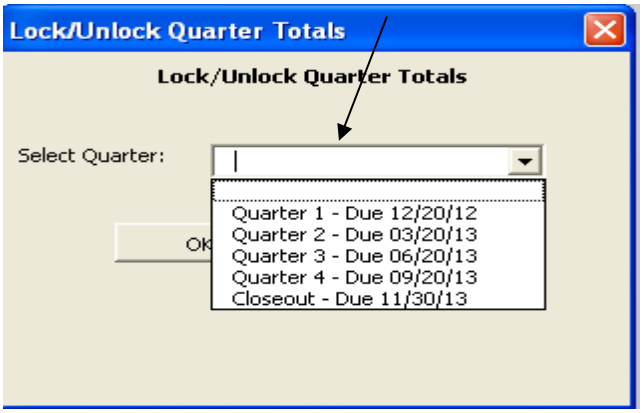
The AAA must unlock quarters using the QPR Maintenance menu. Select the **Lock/Unlock Quarter Total** button to complete this activity.



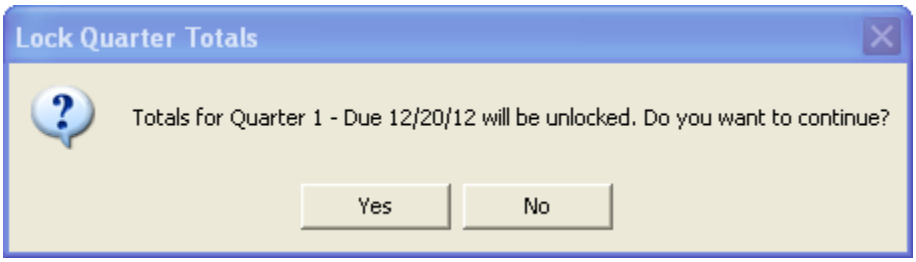
A pop-up menu is used to select the quarter to be unlocked.



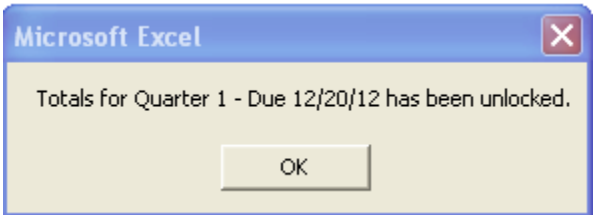
Select the appropriate quarter from the drop-down list.


Lock/Unlock Quarter Totals
Lock/Unlock Quarter Totals
Select Quarter:
Quarter 1 - Due 12/20/12
Quarter 2 - Due 03/20/13
Quarter 3 - Due 06/20/13
Quarter 4 - Due 09/20/13
Closeout - Due 11/30/13

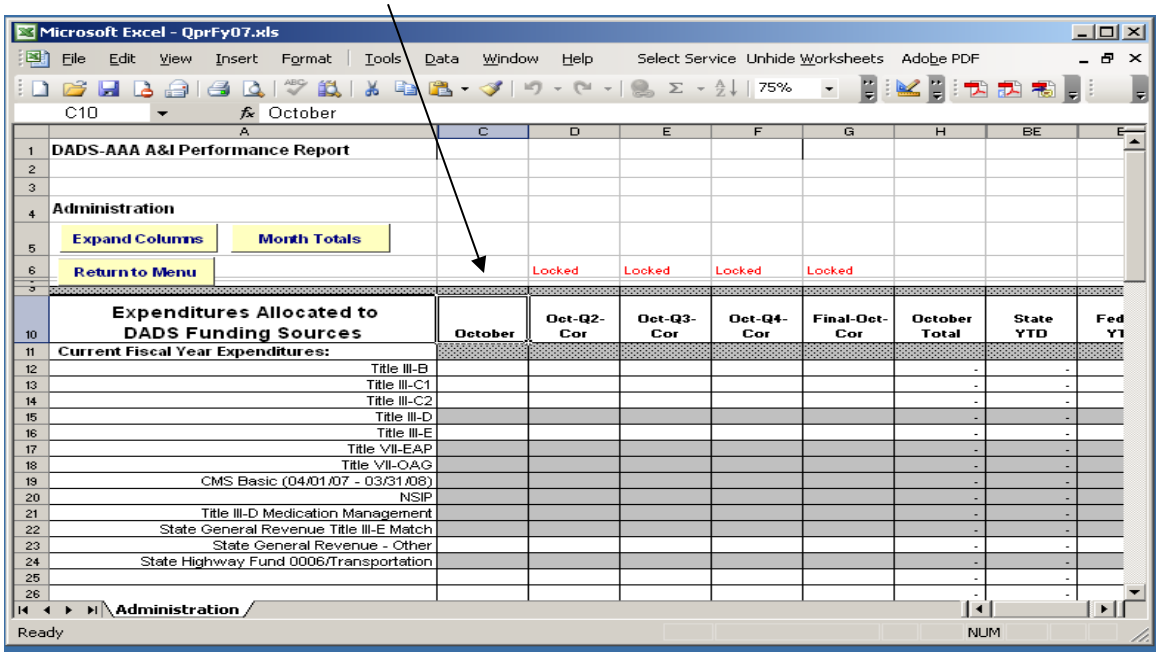
Selecting OK will present an informational decision box.



If No is selected, the user is returned to the Lock/Unlock Quarter Totals pop-up menu. If Yes is selected, the quarter is unlocked and an informational box appears to confirm completion of the requested action.



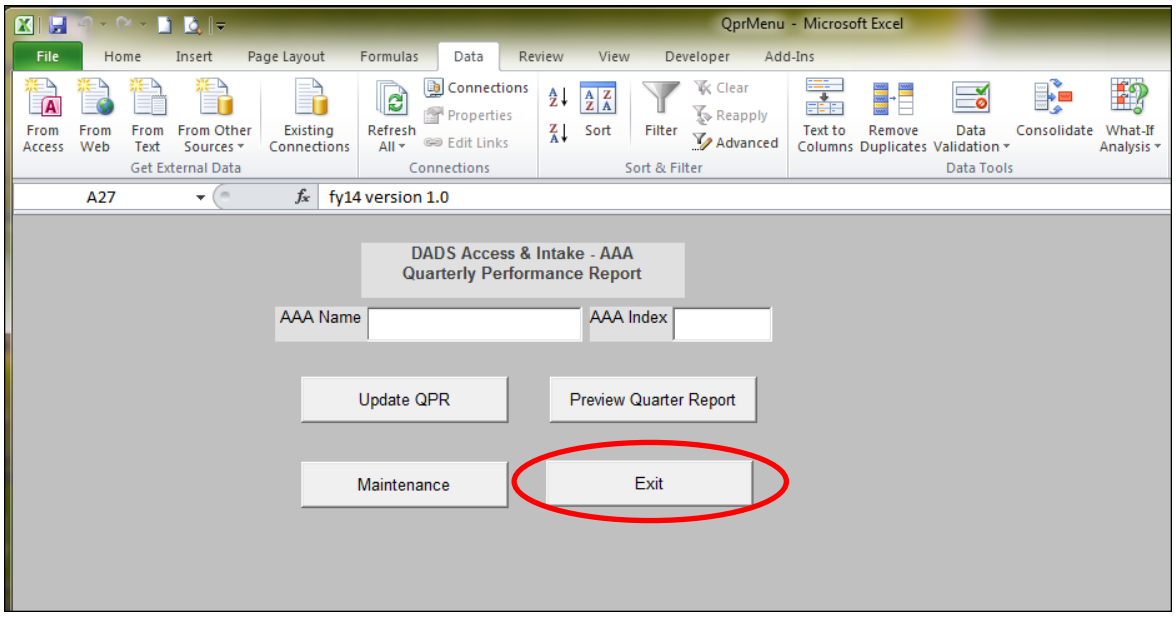
The selected quarter is now unlocked.



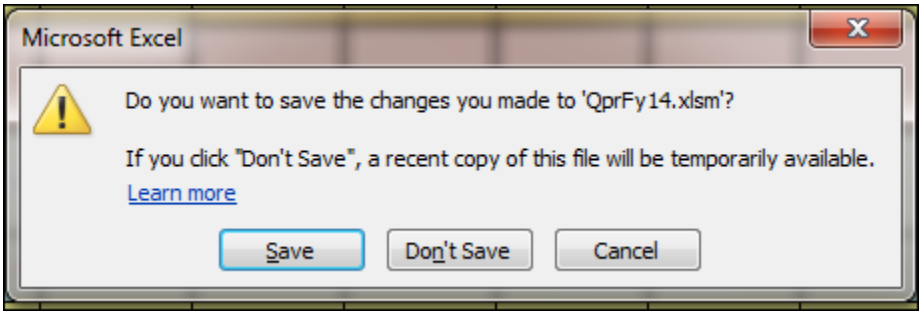
The process for locking quarters is the same as unlocking. Quarters can be locked and unlocked as needed by the AAA.

Exiting the QPR Menu System

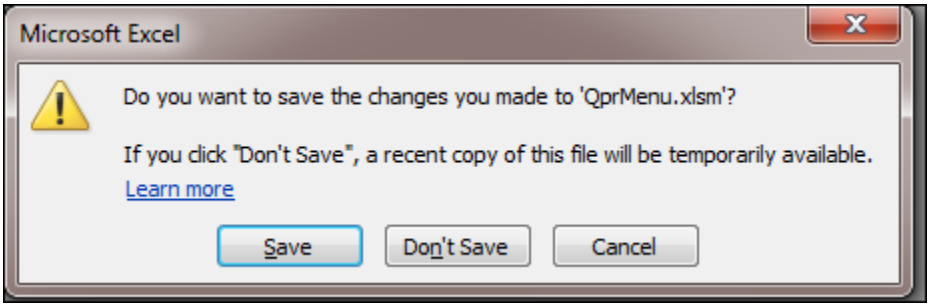
The QPR menu system should always be closed using the Exit button on the main menu. This process properly saves and closes each open worksheet to make sure no modifications are lost.



Selecting the **Exit** button will generate a decision box for each worksheet that is open.


Microsoft Excel
Do you want to save the changes you made to 'QprFy14.xlsm'?
If you click "Don't Save", a recent copy of this file will be temporarily available.
Learn more
Save
Don't Save
Cancel

Selecting **Yes** will save all changes made to the worksheet and close the worksheet. Selecting No will close the worksheet without saving the changes.


Microsoft Excel
Do you want to save the changes you made to 'QprMenu.xlsm'?
If you click "Don't Save", a recent copy of this file will be temporarily available.
Learn more
Save
Don't Save
Cancel

Note: Selecting **Yes** for the decision box to save changes to the QprMenu.xls will save the current selections on each of the menus.

Attachment A – QPR Service Activity Reporting Matrix

Services	Unduplicated Total Persons	Estimated Audience Size	Nbr of Entities
Adult Day Care	Yes		Yes
Area Agency Administration	No	No	No
Assisted Transportation	Yes		Yes
Care Coordination	Yes		Yes
Caregiver Education & Training	Yes		Yes
Caregiver Information Services	No	Yes	Yes
Caregiver Respite Care-In Home	Yes		Yes
Caregiver Respite Care-Institutional	Yes		Yes
Caregiver Respite Care-Non-Residential	Yes		Yes
Caregiver Respite Care-Voucher	Yes		No
Caregiver Support Coordination	Yes		Yes
Chore Maintenance	Yes		Yes
Congregate Meals	Yes		Yes
Data Management	No		Yes
Emergency Response	Yes		Yes
Escort	Yes		Yes
Evidence Based Intervention	Yes		Yes
Health Maintenance	Yes		Yes
Health Screening/Monitoring	Yes		Yes
Home Delivered Meals	Yes		Yes
Homemaker	Yes		Yes
Homemaker Voucher	Yes		No
Income Support	Yes		Yes
Information Referral & Assistance	No	Yes	Yes
Instruction and Training	Yes		Yes
Legal Assistance Age 60 & Over	Yes		Yes
Legal Assistance Under Age 60	Yes		Yes
Legal Awareness	No	Yes	Yes
Mental Health Services	Yes		Yes
Nutrition Consultation	No	No	Yes
Nutrition Counseling	Yes		Yes
Nutrition Education	Yes		Yes
Ombudsman	No		Yes
Participant Assessment A&A	Yes		Yes
Participant Assessment NS	Yes		Yes
Personal Assistance	Yes		Yes

Physical Fitness	Yes		Yes
Recreation	Yes		Yes
Residential Repair	Yes		Yes
Senior Center Operations	No		Yes
Telephone Reassurance	Yes		Yes
Transportation D/R	Yes		Yes
Transportation Fixed Route	Yes		Yes
Transportation Voucher	Yes		No
Visiting	Yes		Yes
Volunteer Placement	Yes		Yes